

Missouri Evergreen Membership Meeting
December 3, 2015, 10:00 AM
Inn at the Grand Glaize

Attendance:

Bollinger County - Eva Dunn
Caruthersville Public - Teresa Tidwell
Carrollton Public - Sue Lightfoot
Doniphan-Ripley - Becky Wilcox
Grundy County - Theresa Hunsaker
Lebanon-Laclede - Cathy Dame
Missouri State Library - Barbara Reading
MOBIUS- Blake Henderson, Justin Hopkins, Debbie Luchenbill, Donna Bacon
Poplar Bluff - Sue Szostak
Salem Public - Glenda Wofford
Salisbury Dulany - Cheryl Springer
Scenic Regional - Steve Campbell
Stone County - Colleen Knight
Washington Public - Jackie Hawes
Webb City - Jake Johnson
Webster County - Terri York

Sue S. called the meeting to order by asking all members to introduce themselves.

DeSoto Public Library and Salem Public Library were recognized as new members to Missouri Evergreen.

Sue S. asked if there were other items to add to the agenda. Hearing none, the meeting proceeded.

Executive Report

Sue S. reported that DeSoto Public Library and Salem Public Library has signed MOUs and will be working toward implementation.

Glenda, from Salem, reported that the factors that influenced her decision to move to MO Evergreen included resource sharing and the cost.

Cataloging Committee Report

Cathy reported that the de-dup project is complete except for serials. The de-dup made a positive change to the catalog.

Cathy reminded members that when they are adding new copies of a title to not use the "import record" button but to use "show in catalog" button. Cataloging committee will work on a flow chart to help members follow the correct steps when adding a copy or title.

Blake reported that about 170,000 items were de-duped and we now have over 832,000 records in the system.
"Thank You" to Blake.

Members would like "How to do" instructions for DVDs and serials.

“Empty bib” records were discussed. It was the consensus of the members to delete the bib record if there are no items attached to the record. The Cataloging Committee will work on this.

Cathy reported that the survey results concerning when for the catalogers to meet favored Mondays in the morning.

OPAC Committee Report

Steve reported that the Ebrary will be added to the catalog. Blake has worked with OCLC and Morenet to accomplish this. 33,000 titles will be added for Morenet members.

Circulation Committee Report

Karen gave an update from the committee meeting.

- members reminded to package AV materials to prevent breakage during shipment
- all libraries interested in reciprocal borrowing are to contact Debbie to change permissions.
- Members are reminded that they may accept and return any consortium materials and forward to home library via the courier.
- Libraries should be sure that materials have spine labels and identification on the outside of the material to make sure that we don't get them mixed in with borrowing libraries donations, paperbacks, etc.
- If a patron returns a damaged item, loses an item, etc., send the item or information to the lending library to allow lending library to access charges.
- If item are missing over 31 days and they were sent via the courier, a form is available to report the missing items. The lost list can be found at:
https://docs.google.com/spreadsheets/d/1si0BkGduBe2lbO1vZGuvZw_811Gj62HzFGsetsLooA/edit?usp=s_haring&pli=1#gid=0
- Blake has created a report listing unfilled holds. Check this list to see what your items your library has.
- Blake has created a template to bill libraries that libraries may use.

A copy of the circulation policy was handed out for the members to view. Several changes were made specifically to the reciprocal borrowing policy. Members were asked to comment on the changes and the circ committee will discuss the concerns.

Book Club Collection were discussed. Steve reported that Ruth is work on how to handle these collections. Justin and Ruth have been in contact concerning this. We will probably need to add a “Book Club” circ modifier. How to handle discoverability in the catalog will be worked one. Debbie suggested that we may be able to use conjoined items with the collections.

Sue S. stated that Poplar Bluff would like to have a copy of each members' barcodes to work with her RFID system.

Expired patron records were discussed. Debbie reported that each library can set up how they would like to handle this. Libraries may choose to have the record expire but allow check out of e-materials or they can have a notice at check out when a card will expire “soon”,

Debbie reported that she will be sending out a printout of each libraries' permissions and settings within the month and each library can decide what changes they might like to make for their library.

It was reported that an E-Library card only is now available. Talk with MOBIUS staff concerning this.

Colleen from Stone County reminded members to be sure that they are sending items to Stone County to the correct branch. Stone County has three branches and they each have courier deliveries.

Marketing Committee

Sue Lightfoot reminded members to continue to spread the word about MO Evergreen. Word of mouth has been best way to sell MO Evergreen.

MOBIUS

Donna sent out the November financial report. Donna reported that we do have money in reserves for a catalog training session.

Debbie reported that Dulany went live in October and De Soto will go live in January. Salem will complete paperwork in January and will migrate in the spring.

Staff will try to do a site visit at Barry-Lawrence.

Blake has done a wonderful job working with the de-dup project.

Debbie reported that several libraries will be moving to Novelist Select.

Donna reported that we have \$56,000 in reserves and will add \$13,000 this year.

Blake reported that he will be upgrading Evergreen and the database server in January. It will probably be the weekend of the Martin Luther King Day Holiday.

MISSOURI STATE LIBRARY

Barbara Reading reported that Debbie Musselman is taking over from Carl Wingo upon his retirement.

Barbara reported that there have been several courier issues. The State Library still has a contract with 1st Choice so they will be working with them on problems.

Barbara reminded members that the courier system can be used for ILL requests from non-MO Evergreen members. The courier system is funded through LSTA funding.

Barbara reported that MO Evergreen is in the 4th year of our 5 year grant. She hopes that we will still receive funding with a continuing grant but LSTS funding depends on a variety of factors that cannot be controlled by the State Library.

Steve made a motion to adjourn and Jake seconded the motion.

Respectfully submitted,

Karen Hayden

Missouri Evergreen Membership Meeting

October 8, 2015

9:00 a.m., via web conference

Attendance:

Carthage - Michael Tolle
Caruthersville Public Library - Teresa Tidwell
Grundy County - Teresa Hunsaker
Lebanon-Laclede - Cathy Dame
Little Dixie - Karen Hayden
Marion County - Peggy Northcraft
Ozark Regional - Michelle Swane, Holly Martin-Huffman
Poplar Bluff - Sue Szostak
Scenic Regional - Steve Campbell, Diane Disbro
Sikeston Public Library - Ron Eifert
Stone County - Colleen Knight
Washington Public - Jackie Hawes
Webster County - Terri York
MOBIUS- Debbie Luchenbill, Blake Henderson
Missouri State Library - Barbara Reading, Carl Wingo

Sue called the meeting to order at 9:07 am.

Sue welcomed Dulany Library, Salisbury to our consortium.

Sue asked if there were any changes to the agenda, hearing none she proceeded with the agenda as printed.

Minutes - Steve made a motion to approve the minutes and Colleen seconded them. They were approved. Karen will check to make sure that the minutes are sent to members via the list serve. Debbie also places the minutes on the webpage.

Executive Committee Reports - Sue

Summary of contacts made to prospective members:

DeSoto – Steve report that their ILS contract is up in January and they are very interested in MO Evergreen. Blake and Debbie visited and Debbie reported the visit went very well. Their director is working with board and staff to get their MOU signed.

Jefferson County – Pam Klipsch reported that several staff members have concerns about that fact that they would be the biggest library and the likely hood that they would be lending much more than borrowing. Steve sent them lending and borrowing statistics to help them with that decision. Debbie and Blake visited with Pam and her management/IT staff about Missouri Evergreen (including their lending concerns). Pam will be writing an RFP in 2016.

Henry County – They will have a new director in November and Steve will speak with her at MPLD.

Washington County – Steve will speak with their director.

Cape Girardeau – Debbie does not have any additional information about them. We do not know when their Sirsi contract is up.

Pulaski County – They may be ready to migrate and seem pretty interested. They are currently a member of Cool Cat.

Polk County – Donna visited with them at MLA and they seemed interested.

Mercer County – Judy Cox is interested and attended the MO Evergreen luncheon at MLA.

Steve mentioned that we may submit a proposal to MLA to present at the 2016 conference. A panel discussion may be a great way to get our story out to other libraries.

Cataloging – Cathy

Blake is working on the de-dup project. He will be running the project on the test server. It will take about 9 days to run it.

Debbie is taking a poll of the catalogers concerning when would be the best time for their meetings.

Regional catalog training plan is still in progress.

Blake reported that the indexing of the 700 field is done except for the #t subfield.

OPAC – Steve

It was reported that IP addresses cannot be tied to the search catalog.

Debbie will send out a reminder to libraries for their interest in Novelist participation. Debbie will also send out the pricing for that depending on the number of libraries wanting to do this.

Blake is working Ebray and Morenet to add those records to the catalog. There is a hang-up with getting the MARC records from OCLC but they are moving forward and working through the “red tape”.

Circulation – Karen

Concerning shipping of items – contact MALA if they are seeing issues the service.

Blake reported that we can run a report to see what one library owes to another.

Patron barcode and passwords were discussed. Libraries can ask Evergreen staff to set pin for new patrons to last four digits of the patrons phone number. Several libraries do this.

If items are damaged by the borrowing library, the borrowing library is requested to send the item back to the lending library and the lending library will assess the damages.

Some items do not have a price set on the record. Libraries should correct this if they see this. Evergreen staff can set a default price if the library would like that.

Sullivan Public Library has joined Scenic Regional Library. The OPAC will show Sullivan as a branch library.

Poplar Bluff Library Board has approved reciprocal borrowing with MO Evergreen Libraries.

In an effort to strengthen the Circulation Committee, we have asked for volunteers to join the committee. Any member interested in working with the Circulation Committee is encouraged to volunteer. Contact Karen if you are interested or if you know of anyone who may be interested. Karen will set up a “GoToMeeting” for the committee in the near future.

Marketing

Blake reported that the demo server is ready to use for potential members on the website. Contact Debbie or Blake to get a username and password.

MO Evergreen Staff - Debbie, Blake, Justin

No budget report was available because of the timing of the meeting.

Dulany Library, Salisbury went live in September.

Cheryl is working on fixing the music list that needs human work.

Blake has been working on a feature to be able to send out overdue notices when needed instead of only at certain times. This is a feature not previously available in Evergreen. If a library is interested in working with this, contact Blake. Blake will send out an email further explaining this feature.

Debbie discusses simplifying the permission group list by consolidating or eliminating some categories. Such as have only 1 “student” option and eliminating the “We deliver”.

Missouri State Library – Barbara Reading

Carl Wingo will be retiring on October 30th. Thank you to Carl for the help he has given the MO Evergreen Consortium over the past years. His help has been very much appreciated.

Barbara has spoken with Susan Burton concerning some of the courier concerns.

The State Library’s budget has not been submitted yet. Barbara reminds libraries to send in “Library Stories” and participate in MLA Snapshot Day on October 14th.

MLA Library Advocacy Day will be held on February 9th.

Other items

It was mentioned that mis-scans of item barcodes sometimes bring up unrelated items. This is happening because some libraries have items with short barcodes. Blake will run a report listing libraries and items that have five or less digits in their barcodes.

The meeting was adjourned. Motion by Karen, second by Peggy.

Missouri Evergreen Membership Meeting
August 6, 2015
9:00 a.m., via web conference

Attendance:

Carrollton Public - Sue Lightfoot
Carthage Public - Julie Yockey
Caruthersville Public Library - Teresa Tidwell
Doniphan-Ripley County - Becky Wilcox
Grundy County - Teresa Hunsaker
Lebanon-Laclede - Cathy Dame
Little Dixie - Karen Hayden
Marion County - Peggy Northcraft
Marshall Public - Wicky Sleight
Ozark Regional - Michelle Swane
Poplar Bluff - Sue Szostak
Scenic Regional - Steve Campbell, Diane Disbro
Sikeston Public Library - Ron Eifert
Sullivan Public Library - Mark Smith
Washington Public - Jackie Hawes
Webster County - Terri York
MOBIUS- Debbie Luchenbill, Blake Henderson, Justin Hopkins
Missouri State Library - Barbara Reading, Carl Wingo

Sue called the meeting to order at 9:05 am.

Sue added to the agenda a discussion of eCards under the Circulation Committee discussion..

The minutes from the June 4, 2015 have been sent via google docs prior to the meeting. Peggy made a motion to accept the minutes as presented and Steve seconded motion. The motion carried.

Executive Committee

- Sue reported that Debbie L., Justin, Blake, and Shannon visited Cape Girardeau and visit went very well.
- Dulany Library in Salisbury signed their MOU to join Evergreen.
- 26 libraries are now Missouri Evergreen members
- Debbie reported that she has created a spreadsheet to record responses from the Google "Contacts Made" form so it can be viewed by members.
- Evergreen staff will be visiting Jefferson County in August 27th
- Cathy met with Pulaski County Library and Debbie followed up with them.
- Cathy reported that she visited with Wright County but does not see them making a change at this point.
- Carl asked about contacts with Riverside Regional, Trails Regional, and Boonslick. Steve reported that he has talked with them but will make some follow-up contacts.
- Carl asked about Neosho-Newton County and as far as Debbie knows they are still on schedule. Cathy will call Ginny Ray to get an update from Ginny before she retires.

Cataloging Committee

- Cathy reported that their monthly meeting of catalogers are being held and are very productive. Attendance at meeting has been a problem and they are going to try using "Doodle Poll" to survey catalogers for the best times and dates for meetings.
- Cathy reported that Evergreen Staff have created some very good videos to help catalogers. All catalogers are encouraged to view the videos for the wonderful help. A message concerning the videos will be sent to all catalogers on the contact list.

- An issue has occurred concerning deleting "parts". Debbie will making sure that permissions are consistent with our cataloging policies
- Original cataloging remains a concern for the cataloging committee.
- Training of catalogers was discussed. The Cataloging Committee will work on a proposal for regional training. Barbara stated that a Show Me Steps grant may be used for this type of training. Barbara stated that an individual library would need to be the fiscal agent for the grant. There is also about \$49,000 in our reserve funds that could be used for such training. The committee will have information about training available for our October membership meeting. Who would do the training, where, the cost, and the extent of the training (basic MARC and/or Evergreen cataloging) will be considered.

OPAC Committee

- Steve reported on NOVEList and adding NOVEList to the catalog. Steve questioned whether we could track usage and Justin said it could be done. Debbie will send the price quotes to the membership. She stated that the quote is based on the number of library requesting NOVEList. There is a 40% discount for over 6 libraries and a 50% discount for 10 or more libraries wanting the service.
- Debbie reported that Flipster would not be available. MOREnet has the best price for that product.
- The Executive Committee would decide on how to proceed with the NOVEList product.
- Blake is working on MARC record maintenance and how to work with mass withdrawals of ebrary records. This is software that was used when he cleaned up the MOLIB2GO records.

Circulation Committee

- Justin discussed the generic/dummy cards that can be used for schools. He will be working on a way to import the school information into Evergreen. Discussion included: Where would the student's numbers come from? Would the students be limited to e resources? Would the students have an expiration date? Being able to work with these students would help those students who cannot come to the library.
- Justin reported that dummy cards are often weak accounts. Many times the card number and password are the same and we will want to resolve this. The Circulation Committee will work on setting some expectations for library cards and passwords.
- Diane discussed lost items processing fees and the fee after it is paid must be removed manually by receiving library. It was discussed that the patron should be charged that fee. Debbie will work on a report to notify libraries of processing fees paid. Sue S. and Diane will also help look for a solution.
- Several more libraries have signed reciprocal agreements and those libraries with agreements will be noted on the website. Libraries are asked to tell Debbie when an agreement has been signed because she may have to change permissions for that library and she will also put the information on the website.

Marketing Committee

- A discussion concerning "hands on" experience for potential library members was discussed. At this point libraries can access the test server once they have signed an MOU but potential libraries are interested in "test driving" the system. Confidentiality is a consideration and this could be resolved by scrambling patron data to preserve privacy. Karen made a motion to have a sample server with the catalog, customizations, and patron database available for testing that has scrambled patron data to insure confidentiality. Steve seconded this. The motion carried.

MOBIUS

- Debbie reported that the financial reports for June and July were sent via email. There were no questions about these reports.
- Schuyler County will go live on August 18th.

- Dulaney will need to re-barcode prior to implementation. MO Evergreen staff will visit Dulany in August for implementation information.
- Blake reported that several stages of cataloging fixes have been completed. The clean up project began in September 2014. Cheryl looked at records that needed "human" eyes and those records were electronically fixed a second time. At some point we will need to do a re-dup of problem records.
- Blake reported that he has worked on the drop down box for patrons selecting a library to search in the catalog. Marshall is the first library to implement this. Blake will send out a link to look at Marshall's catalog and more information to libraries who would like to consider doing this at their library.

Missouri State Library

- The Missouri Evergreen contract is currently at state purchasing awaiting their approval.
- Carl reported that some changes were made to the contract including adding a June 2016 MOBIUS work plan schedule, a customer survey completed by May 2016, a training component and a 6 month follow-up training for new Evergreen libraries, training covering new software, and funding included for a cataloger for 126 hours at \$10,000.
- Barbara reported that they have amended the courier contract to include a transfer site between MOBIUS and MALA libraries. LSTA is funding the courier service.
- Barbara addressed the reduction funds in the public libraries appropriations. Barbara requested that librarians send to her anecdotes concerning the impact of reductions on their libraries. Barbara will send to libraries the link to the handout that was prepared for Library Advocacy Day which highlights the importance of libraries.
- Barbara reported that the State Library is hosting a three session series of webinars concerning community engagement. Information concerning the sessions and registration for them are on the State Library website.

Other

- Carthage and Albany Libraries both won their levy increase votes.
- David Doennig, founding member of Missouri Evergreen and our first Chairman, was recognized for his leadership and dedication to Missouri Evergreen and the entire Missouri library community. David worked very hard to further library services in Missouri and was a wonderful mentor to many librarians throughout the state.

Rebecca (?) made a motion to adjourn the meeting and Peggy (?) seconded the motion.

Sue adjourned the meeting.

Respectfully submitted,

Karen Hayden

Missouri Evergreen Consortium

Minutes

May 7, 2015, Conference Call

Representatives were present from the following libraries: Caruthersville, Webster County, Grundy County, Marshall, Washington, Lebanon-Laclede County, Cameron, Sullivan, Ozark Regional, Scenic Regional, Poplar Bluff, Sikeston, Marion County Subdistrict #1, Doniphan-Ripley County, Missouri State Library (Carl Wingo), and MOBIUS (Debbie Luchenbill, Justin Hopkins, Blake Graham-Henderson, Donna Bacon).

Sue Szostak called the meeting to order at 9:09 a.m.

Motion was made by Becky Wilcox and seconded by Steve Campbell to approve the minutes of the April 2, 2015 meeting. Motion carried.

Executive Committee Report – As of June 30 Sue Szostak will no longer be able to serve as Chair of Missouri Evergreen but she will continue to serve on the Executive Committee.

The Executive Committee will meet with MOBIUS and the Missouri State Library on May 14 to work on a fiscal year 2016 contract which will be renewed September 1. The scope of work for fiscal year 2016 will also be discussed.

The Executive Committee will select the new Chair to take office July 1 from among its members.

Nominating Committee Report - Cathy Dame and Sue Lightfoot were nominated for terms on the Executive Committee. Election will be held at the June meeting.

Cataloging Committee – Cleanup continues on music. There are issues with searching leading to duplication. MOBIUS will create training videos and will record and archive meetings. The possibility of giving certain rights to Cataloger I and Cataloger II was discussed. The importance of all catalogers attending the monthly cataloging committee meetings, held on the first Tuesday of every month, was stressed. Anyone is welcome to call in and listen. It is not necessary to be on the committee.

OPAC Committee Report – Let Steve Campbell or Mark Smith of suggested changes to the OPAC.

Circulation Committee – Wicky Sleight presented the reciprocal borrowing agreement which has been approved by the Marshall Public Library Board of Trustees. It is designed to serve as a template for the entire consortium should the consortium wish to go to a statewide card. Libraries are invited to present the agreement to their Board and join Marshall in a reciprocal agreement. Sleight also asked about the possibility of consortium purchasing of Flipster and Novelist Select. Debbie Luchenbill will contact EBSCO for pricing.

MOBIUS staff update – Cameron went live on April 27. They are now working with Willow Springs. They are still working on fixes for music. Blake will be presenting at the International Evergreen Conference And all staff will be out of the office from Tuesday through Saturday for the conference, May 12-May 16. Circulation training materials have been updated.

Missouri State Library – See Executive Committee Report above.

Steve Campbell made a motion to adjourn, seconded by Beck Wilcox. Meeting adjourned at 9:52.

Respectfully submitted by Wicky Sleight, Marshall Public Library, Volunteer secretary for the day.

Missouri Evergreen Membership Meeting
June 4, 2015
9:00 AM
University Plaza and Convention Center, Springfield, MO

Attendance:

Carthage Public - Julie Yockey
Caruthersville Public Library - Teresa Tidwell
Doniphan-Ripley County - Becky Wilcox
Grundy County - Teresa Hunsaker
Lebanon-Laclede - Cathy Dame
Little Dixie - Karen Hayden
Palmyra - Peggy Northcraft
Poplar Bluff - Sue Szostak
Scenic Regional - Steve Campbell
Stone County - Colleen Knight
Washington Public - Jackie Hawes
Webb City - Sue Oliveira, Jake Johnson
Webster County - Terri York
MOBIUS- Donna Bacon, Debbie Luchenbill
Missouri State Library - Barbara Reading
Guests - Cheryl Springer (Salisbury), Pat Rainwater (Reynolds County), Betty Martin (Cape Girardeau), Pam Klipsch (Jefferson County), Karen Durre (Jefferson County), Cindy Youngblood (Polk County)

Sue S. called the meeting order at 9:00 AM and welcomed all in attendance. All in attendance introduced themselves.

Sue S. asked if there were any additional agenda item. None were presented and she proceeded with the agenda as printed.

The minutes had been distributed prior to the meeting via email and Becky W. made a motion to approve the minutes and Jackie seconded the motion. The motion carried.

Executive Committee Report - Sue S

- Summary of outreach - All libraries were invited to the meeting via an email message. Cheryl Springer, Pam Klipsch, Karen Durre, Pat Rainwater, Betty Martin, and Cindy Youngblood attended on behalf of their libraries.
- Election of Executive Committee Members - Karen H made a motion to reappoint Sue Lightfoot and to add Cathy Dame to the Executive Committee. Peggy N. seconded the motion. The motion carried.
- By-Laws Revision - Sue reported that By-Laws revisions had been distributed to members for review in accordance with By-laws requirements. Corrections to language and the addition of a section to address "Electronic Balloting (Section o) was added. Sue moved for adoption of the By-laws revisions. Peggy seconded the motion. A roll call vote was taken with all voting to approve the revisions.

Cataloging Committee Report - Cathy D

Cathy reminded all libraries that they need to require their cataloger to attend training. Training opportunities are available on the web site and she reported that they are very helpful. There are tutorials and videos that can be viewed. The catalog training is very important toward making our catalog reflect what is available to our patrons.

Currently the catalog contains 1.4-1.5 million items and over 900,000 records.

As the catalogers see a problem with a catalog record, if they do not see a video of how to correct the issue, they are to contact the library that created the record to work on fixing the record.

OPAC Committee - Steve C.

Steve reported that they are working on the "My Lists" portion of the patron records. Steve reported that some of the language on the page is not clear. Blake is working on this.

Circulation Committee - Karen H

The members have been working with their board concerning reciprocal borrowing by patrons. Each library will address this within their own library. Debbie reported that the libraries wanting to participate need to contact her to turn that feature on within the system for their library. Several libraries have approved reciprocal borrowing for member library patrons.

Marketing Committee - Sue L.

Sue L was not present to report but Sue S extended a "Thank You" to all libraries attending the meeting and reminded them that if they have any questions to contact any of the member libraries or MOBIUS Staff for information.

MOBIUS Report - Donna Bacon, Debbie Luchenbill

Donna did not have a financial report at this time but will be sending it out very soon.

Donna reported that MOBIUS will be switching their courier service on July 1st. MO Evergreen libraries will still use 1st Choice but some will be connecting with STAT. Barbara Reading reported that she aware of several issues with 1st Choice. Barbara reminded members to contact MALA as soon as a problem is detected. MALA did not have any other couriers systems bid for the services but MALA has written in penalties for damages and issues concerning delivery.

Debbie reported that Willow Springs will be going "live" on June 23. To get Willow Springs ready to come up, Blake created a way to turn their non-MARC records into MARC and it is working well.

Debbie reported that Blake will be make an upgrade to the web client from 2.7.0 to 2.8.1 in July.

The Evergreen Staff attended the International Evergreen Conference. Blake and Justin made a presentation to the group concerning the catalog fixes that they have been making on our system. Debbie will send out a report of the highlights of the conference.

State Library Report - Barbara Reading

Barbara reported that she is working on the new contract with MOBIUS. The new contract will begin in September. MOBIUS staff, MO Evergreen Executive Committee, and State Library staff met in May to discuss the upcoming contract and this group may need to get together in June to complete the discussions. September will be the fourth year of the State Library's 5 year commitment to Missouri Evergreen.. The State Library will continue paying for the two MO Evergreen staff members in the contract. Barbara mentioned that for FY16 the LSTA matching funds will be met.

Sue asked the guests if they had any questions at this time and hearing none, she encouraged them to ask any member library or MOBIUS staff.

The next meeting will be August 6th.. The meeting was adjourned.

Respectfully Submitted,

Karen Hayden

Missouri Evergreen Executive Committee Meeting June 4, 2015

Attendance: Steve Campbell, Cathy Dame, Sue Szostak, Terri York, State Library - Barbara Reading, MOBIUS - Donna Bacon, Debbie Luchenbill, and Karen Hayden

The following were elected to serve as officers: Chair - Sue Szostak, Vice-Chair - Steve Campbell, Secretary - Karen Hayden.

Barbara asked who would be serving as Outreach Committee chair and the Executive Committee will be working on that.

The Executive Meeting was adjourned.

Missouri Evergreen Membership Meeting
Minutes
April 2, 2015, 9:00 A.M.

Attendance:

Carrollton Public Library - Sue Lightfoot
Carthage Public - Darcy Wood
Caruthersville Public Library - Teresa Tidwell
Doniphan-Ripley County - Becky Wilcox
Grundy County - Teresa Hunsaker
Howard County - Chris Kloeppel
Lebanon-Laclede - Cathy Dame
Little Dixie - Karen Hayden
Marshall Public - Wicky Sleight
Poplar Bluff - Sue Szostak, Shannon
Scenic Regional - Diane Disbro, Cheryl
Sikeston Public - Ron Eifert, Sue Tangeman
Stone County - Colleen Knight
Sullivan Public - Mark Smith
Washington Public - Jackie Hawes
Webb City - Sue Oliveira, Jake Johnson
Webster County - Terri York
MOBIUS- Donna Bacon, Justin Hopkins, Blake Henderson
Missouri State Library - Barbara Reading, Carl Wingo, Debbie Musselman

Chair - Sue Szostak called the meeting to order via web conference at 9:02 AM.

Sue asked if there were any changes or additions to the agenda, hearing none, she proceeded with the meeting.

Minutes

Becky W made a motion to accept the minutes as presented from the March 5, 2015 meeting and Jackie H seconded the motion. The motion was approved.

Executive Committee

Summary of Outreach - Sue S reported that Karen H has created a Google Form to record contacts made by members to potential members. She would like for all to look over the form and make any comments, corrections, and additions to make the form better. Contact Karen within the next two weeks about changes to be made. Justin said that he can put the form on the web page and have a copy go to the help desk. Sue will send out an email to all members to remind them to check over the form.

Sustainability Plan - Sue reported that the plan is in its final form. The last draft is more specific and includes some language cleanup. The survey and membership costs have been removed and a timeline of consortium actions will be added. The timeline will be sent to all members. Cathy D made a motion to support the document in principle and Becky W seconded the motion. The motion was approved. Sue thanked everyone for their help in working on the document.

Bi-Monthly Meetings - Sue suggested that the membership meetings following the July meeting become bi-monthly. Hearing no objections, the membership will meet at MPLD in June, and the rest of the year in July, September, and November.

June Meeting - The June meeting will be on June 4, 2015 at 9:00 in Springfield before MPLD. Sue will make an invitation to all public libraries interested in more information about Missouri Evergreen to attend.

Nominating Committee - Terri York and Becky Wilcox will serve on the Nominating Committee for the Executive Committee. Two positions will expire in 2015- Terri York and Sue Lightfoot. Terri has decided not to be re-elected. Cathy Dame has agreed to serve on the Executive Committee. Sue Lightfoot will be asked if she would like to return.

By-Laws - Sue S has presented several changes to the By-Laws including: Section I b to match our mission as stated in the Sustainability Plan, several language and grammar changes,, Section III b and c, Section IV c, electronic balloting, Section IV F (duties of the chair). The By-Laws changes will be voted on in June following the 60 days' notice to the membership. Send any suggestions or comments to Sue S.

Cataloging Committee Report

Cathy D. reported that Blake and Cheryl are about done with the Wave 5 the large print catalog fix.

Cathy D. asked all members to help with the merging project. Blake has created a video and it is on the website to help with the project if anyone has questions on how to merge records.

Schuyler County has asked some very good cataloging questions concerning their migration and Cathy encouraged all members to ask questions when issues come up.

Blake reported that music will be the next category selected for cleanup.

It was suggested that we add more 39.50 libraries to our selection list of libraries to catalog from. Justin can do this but we should limit the number to only those libraries that are the best ones for our collection. Cathy D. will send out an email to catalogers asking for their top five libraries to choose from and a list of libraries to be added can be selected from that list.

Justin reported that Amazon's Chopac.org can be used to find Amazon's MARC record for an ISBN. He also commented that when using Chopac the title will link back to amazon.

OPAC Committee Report

No report was available at this time.

Circulation Committee Report

Karen presented the information concerning reciprocal borrowing between consortiums members. She looked at how other consortiums deal with patron checking our materials at consortium member libraries

other than their home library. Sue L. and Wicky S. are currently working on a reciprocal agreement between their libraries. They will report on their progress and how it is working at a future meeting.

State Library Report

Barbara Reading reported that as of today, HB 12 has included \$723,000 in the budget for state aid but REAL has been zeroed out. The Legislature's spring break will begin Thursday evening and run until Tuesday so she encouraged members to contact their legislators today concerning our library appropriations.

Marketing Report

Sue L. asked members to look at "contacts made form" and make corrections, comments, and additions to Karen H.

MOBIUS Report

Donna reported that the financial report for March was available and finances are all OK.

Migrations: Cameron will be training on April 13 & 14 and go live on April 27th., Willow Springs tentatively will go live on the 23rd of June.

Debbie has visited Caruthersville.

Justin reminded everyone to send "help desk" question to the help desk email account rather than to a specific MOBIUS staff member. It is much easier to track questions if all staff can see the questions.

Blake reported that the "unfilled holds requests" report will be run and sent out monthly. The report will include all titles that have been on hold more than 200 days. He will run the list on the 2nd of each month.

MOBIUS staff was asked about the possibility of having an inventory module and authority control. Justin reported that there was not any inventory module at this time but they will ask at the Evergreen conference what other consortiums are doing. Cathy and Blake will look at options for authority control. One option could be to use Backstage but they are expensive at 6 cents/record. It was suggested that this could be a grant request to clean up the current database and possibly a requirement for new libraries coming on.

State Library Report

The State Library will conduct a webinar meeting of the Executive Committee and MOBIUS on May 14th to work on the scope of work for the next grant request.

The Secretary's Council will meet on April 10th.

Next Meeting: May 7, 2015

Karen H made a motion to adjourn and Cathy D seconded the motion.

Respectfully Submitted,

Karen Hayden

Missouri Evergreen Membership Meeting

March 12, 2015, 10:30, via webinar

Attendance

Carthage Public - Julie Yockey
Caruthersville Public Library - Teresa Tidwell
Grundy County - Theresa Hunsaker
Lebanon-Laclede - Cathy Dame
Little Dixie - Karen Hayden
Poplar Bluff - Sue Szostak,
Scenic Regional - Steve Campbell, Diane Disbro
Sikeston Public - Ron Eifert, Sue Tangeman
Stone County Public - Colleen Knight
Sullivan Public - Mark Smith
Webb City - Sue Oliveira, Jake Johnson
MOBIUS- Donna Bacon, Justin Hopkins, Debbie Luchenbill, Blake Graham-Henderson
Missouri State Library - Barbara Reading, Carl Wingo

Sue S. called the meeting to order 10:34 by asking if there were any other items to add to the agenda. No other items were added.

Cathy D. made a motion to accept the minutes from the February 5, 2015 meeting. Colleen seconded the motion.

EXECUTIVE REPORT

Sue announced that Willow Springs Public Library will have an MOU available soon and they are expecting to come up in June.

Steve C summarized the visit to his library by Jefferson County Director, Pam Klipsch and her staff (8 total staff members). He stated that they liked many of the features of MO Evergreen, their person who worked with reports was not sure about the reports module, they were very interested in resource sharing, they were very interested in a library card that can be used at any library in the consortium. Steve emphasized resource sharing to the group.

Steve also spoke with Patrick Wall and Tom Cooper from the St. Louis Consortium about becoming MO Evergreen members. They had several concerns including: they want one click checkout of ebooks, they want acquisitions and serials modules, concerns about state funding, they feared losing their identity as a consortium, and the rest of the consortium would use all of their books.

Steve also mentioned that the North Kansas Consortium may be interested in MO Evergreen. They are currently using KOHA. Steve said that they are currently interviewing for a new director and this may be a good time to approach them. Donna stated that from early conversations with Jo Budler, she didn't think that they were ready to make a change at this time.

Sue thanked Steve C. for the connections he has made and inviting Jefferson County to visit his library.

Sue discussed the Sustainability Plan draft that has been completed. Recruitment scenarios were discussed.

Barbara R reported that we still have 2 years left on the LSTA grant and LSTA should not see any reductions until FY 2018 (Beginning Oct 2017). Concerning Goal 1 and the bidding of operational services beginning in 2015-2016, there would be a number of considerations that we would have to think about if we did ask for bids. If the Office of Administration handled the bid process we would have to accept their decision as the vendor for services but we could become a 501 C3 organization and then create a grant for LSTA funding and we would choose our vendor. Barbara hopes that LSTA will continue to give us some support and that the statement in the plan about getting info from other vendors OK as a contingency plan. Donna reported that besides Evergreen there are not a lot of options in open source systems and that we do get a lot of extras that are not available with a traditional ILS vendor.

Potential library members were discussed: Cameron is ready of come up in April, Sue S will go to Cape Girardeau with Debbie, Barry-Lawrence could use a follow-up discussion, Mexico will be changing directors and may be interested, Cathy will meet with the new director at Pulaski County, and Joplin has just gone to Polaris - they are not interested.

Barbara would like to see the outreach effort documented better. Possibly, a shared file of visits, contacts, and other recruitment work. We may even want to create a task force to do recruiting.

It was discussed joining the Outreach and Marketing Committees since they are doing similar work.

Carl questioned how we would follow up with the libraries not responding to the survey. We could have a goal to visit or make contact with those libraries within a year or so.

The Outreach committee could create a document of how to answer questions for upcoming visits to potential libraries.

CATALOGING

Cathy reported that Blake is working on Wave 5 of the catalog cleanup and the titles on this list are mostly large print items. Cathy and Blake will set up a meeting of catalogers to complete Wave 5 within the week.

Cathy will send out reminders to catalogers concerning duplicate records. She will remind catalogers to add copies of item to an existing record instead of creating new records. Justin has created a video of how to merge records. Cathy reminded us that the cleanup of the catalog will take all of us to do.

Blake reported that of all items in the catalog only about 11,000 do not have item type icons attached to them. He also commented that of all items, the top types of items are: books, e-books, large print, DVDs, and audios in that order.

CIRCULATION

Karen reported that the updated Best Practices were on the web page and templates are available for billing and item condition of materials forms.

OPAC

Steve reported that the committee does not have anything to report at this time.

MARKETING

Sue Lightfoot was not able to attend the meeting - no report.

MOBIUS

Debbie asked if anyone had any questions about the Feb. 2015 financial report. There were no questions.

Debbie reported that Cameron will be training in April for their migration in April. They are currently re-barcoding their collection. They have about 35,000 items. Willow Springs will be coming up in June but they will have to re-barcode prior to migration. Debbie has visited with Putnam County on the phone.

Debbie has not had any further conversations with Daviess County and Sue S said that she would follow up.

Blake reported that he has been working a lot on cataloging issues. He also said that the code for MO Evergreen is getting more extensive and the Evergreen community might be interested in the work that the MOBIUS staff have been doing. The staff submitted a proposal to make a presentation at the upcoming International Evergreen conference in May (May 13-16 in Oregon).

Blake reported that in the latest upgrade, Long Overdue became an option, but that items that were long overdue were getting treated like Lost with regards to billing. He wrote code to change that, and in an upcoming version, long overdue billing will be an option.

Justin said that said that Evergreen community has a bug squashing day and the entire community group all work on identifying bugs to the system. These bugs are then worked on for fixing. MOBIUS provided sandboxes for the community to test the bug fixes.

"Holds" targeting was a discussion item. Holds are targeted at the library nearest the requesting library and if that library does not fill the hold request within 24 hours the hold request will move to another library. A "holds targeter" within the system initiates the move of the request to another library. The system had been set to run once a minute but this was creating an issue with libraries pulling their holds and when they checked the item in to see where to send it, the item may have moved on to another "targeted copy" within the system. To eliminate this problem, the members agreed that they should only run the "holds targeter" one time a day at night.

MISSOURI STATE LIBRARY

Barbara reported that the House Budget Committee has passed HB12 on to the Senate Budget Committee with \$723,000 in state aid and \$3.1 million in REAL funding. More state aid could added in the Senate.

May 18th is "Save Missouri Libraries" Day in Jefferson City with the rally beginning at 1:00. All are invited to attend.

April 10th is the scheduled meeting of the Secretary of State's Council meeting.

Sue S. had to leave the meeting earlier so Steve adjourned the meeting at 11:55 AM.

Respectfully submitted,

Karen Hayden

Missouri Evergreen Membership Meeting
Minutes
January 8, 2015, 9:00 A.M.

Attendance:

Albany Public Library - Jessie Edwards
Carthage Public - Julie Yockey, Darcy Wood
Caruthersville Public Library - Teresa Tidwell
Doniphan-Ripley County - Becky Wilcox
Grundy County - Teresa Hunsaker
Howard County - Chris Kloeppel
Lebanon-Laclede - Cathy Dame
Little Dixie - Karen Hayden
Poplar Bluff - Sue Szostak
Scenic Regional - Steve Campbell, Diane Disbro
Sikeston Public - Ron Eifert
Sullivan Public - Mark Smith
Washington Public - Jackie Hawes
Webb City - Sue Oliveira, Jake Johnson
Webster County - Terri York
MOBIUS- Donna Bacon, Blake Henderson, Justin Hopkins, Debbie Luchenbill
Missouri State Library - Barbara Reading, Carl Wingo

Sue Szostak called the meeting to order at 9:00 AM via webinar.

Sue asked for other items to be added to the agenda - none were addressed.

Minutes - Cathy D made a motion to approve the minutes, Jackie H. seconded the motion. It carried with no changes or corrections to the minutes as presented.

Executive Committee Report - Sue S.

Sue reported that several libraries are on our list of potential members including: Riverside, Cape Girardeau, Cameron, and Jefferson County. Steve C. reported that representatives from Jefferson County will be visiting Scenic Regional Library in February. Sue continues speaking with Cape Girardeau and Riverside. Debbie has had contact with Willow Springs Library

Follow-ups need to be made with Daviess County, Mercer County and Putnam County.

The sustainability plan work continues. The plan will be done for the March meeting. Barbara will work with Sue to set dates and times to work on the plan. Eva D was not present at the today's meeting but is working on the summary of the Missouri Public Library Survey sent out in November.

Sue reported that the brochure is available for all to print out and distribute.

Cataloging Committee

Cathy D. reported that work is being done with Debbie L. to clean up the cataloging forum list.

The E-book project of taking physical items off the e-book records continues.

A Cataloging Staff conference call is scheduled for Tuesday, January 13 at 2:00 PM

Libraries are noticing "On Order" records in the catalog and this is because Scenic Regional is now working with the Acquisitions Module. How to add items to these records will be discussed at the upcoming conference call.

Circulation Committee

A discussion concerning refunding money to patrons for "lost" items that they paid for was discussed. A poll was taken of the members and of the 17 members who responded, 9 members do not refund money for returned "lost" items. It was discussed as to whether this should be a consortium wide procedure or remain a local decision on how to handle paid for "lost" items. The discussion was tabled until our February meeting.

It was a consensus that committee chairs should follow-up on questions and procedure issues with the membership. The members should funnel their procedure questions and issues to the chair and the chair will inform the rest of the members of the discussion and situation in question.

Deleting of patron records was discussed. Justin and Blake reported that when a patron record is deleted all of the historical information on that patron record goes away. Debbie stated that a patrons could be moved to an "inactive" status where no one can see the record but the information will stay in the system. Staff would be able to search the inactive patron data, if necessary. Reports can be run to exclude "inactive" patrons from any of the data in the reports. Debbie will create a report template to move patrons to an "inactive" status. Members will be able to run the report as needed for their library. Patrons with fines and bills cannot be moved to "inactive" or "deleted".

OPAC

Steve C. reported that the committee is very happy with the changes to the OPAC. The OPAC looks very good on mobile devices. Of the new features, the members can have two lines of features unique to their library. The features that they can chose are: newly cataloged items (regardless of age of bib), recently returned (last 100 items returned) last 14 days, and top 20 circulated titles. Members are to let Blake know which features they would like. Blake sent out an email of the changes that are coming. Roll out of the new catalog will be accomplished sometime during the afternoon of Friday, January 9.

Marketing Committee

There was no Marketing Committee report.

MOBIUS report

Donna reported that she had sent out the December 2014 Monthly Financial Report.

Debbie reported that she and Blake had visited Willow Spring Library and Willow Springs very interested. Willow Springs will discuss joining MO Evergreen at their upcoming board meeting.

Blake reported that he has been working very closely with the cataloging committee and Cheryl. He stated that there will be a cataloging conference call on Tuesday. Blake will begin work on DVDs very shortly.

Debbie reported that Scenic has been trained on the acquisitions module and Steve reported that they will begin to use the module in the next week or two.

Missouri State Library

Barbara reported that the Missouri Legislature has begun their work for this year. She does not have any update on the Governor's withholds and how Amendment 10 will affect the payments. The State Library budget requests have been submitted. Barbara reported that State revenues were up this year so that may be a good sign. Library Advocacy in Jefferson City has been set for February 10th and she will be setting up "Legislative Update" webinars very soon.

Cathy D. made a motion to adjourn the meeting and Becky W. seconded the motion.

Sue adjourned the meeting.

The next meeting will be February 5th.

Respectfully submitted, Karen Hayden

Missouri Evergreen Membership Meeting
Minutes
February 5, 2015, 9:00 A.M.

Attendance:

Albany Public Library - Jessie Brown
Carrollton Public Library - Sue Lightfoot
Carthage Public - Julie Yockey, Darcy Wood
Caruthersville Public Library - Teresa Tidwell
Doniphan-Ripley County - Becky Wilcox
Grundy County - Teresa Hunsaker
Howard County - Chris Kloeppel
Lebanon-Laclede - Cathy Dame
Little Dixie - Karen Hayden
Poplar Bluff - Sue Szostak, Shannon
Scenic Regional - Steve Campbell, Diane Disbro
Sikeston Public - Ron Eifert
Sullivan Public - Mark Smith
Washington Public - Jackie Hawes
Webb City - Sue Oliveira, Jake Johnson
MOBIUS- Donna Bacon, Justin Hopkins, Debbie Luchenbill
Missouri State Library - Barbara Reading, Carl Wingo

Sue Szostak opened the meeting at 9:05 A.M. by asking is anyone had any items they would like to add to the agenda. Hearing no requests for changes, she proceed with the agenda as presented.

The minutes from the January 8, 2015 meeting were presented. Cathy (Lebanon) made a motion to approve the minutes and Jake (Webb City) seconded the motion. The motion was approved.

Executive Committee Report

Sue S. gave the Executive Committee report. She updated the membership concerning the latest outreach efforts. She has sent emails to: Cameron Public Library, Daviess County Library, Dulany Memorial Library (Salisbury), Mercer County Library, Willow Springs Library, Festus Public Library, and Putnam County Library. She had responses from Cameron and Dulany. Cameron has sent their MOU to Sue for signatures. Dulany is very interested and would like the board to consider a discount of the \$1,000 membership fee.

She has also had contacts with Barry Lawrence Regional Library, Cape Girardeau, Jefferson County, and Riverside.

Karen H. reported that Jan Johnson from Daviess County has visited Little Dixie and they are very interested. The Daviess County Library Board will meet on Feb. 18 and Jan will present the topic of migrating.

Jefferson County Library will be visiting Scenic Regional Libraries on February 18th.

The Executive Committee will meet to discuss the \$1,000 membership fee for those smaller libraries that may have financial issues.

Sue S. reported that she continues to work on the Sustainability Plan but it is not complete to date.

Cataloging Committee Report

Cathy (Lebanon) reported that Wave 4 (DVDs) of the clean is done and Blake is working on Wave 5 (Large Print).

Cathy reported that someone had asked her how to handle mistakes noticed in the catalogs especially those with items attached to wrong records (example: regular book on an e-book record). It was decided that if someone sees such a mistake to contact the library.

The Cataloging Committee will meet again on February 10.

OPAC Committee Report

Steve (Scenic) commented that he had not received too many comments about the upgrade to the OPAC.

Sue S. reported that she like the new look and Mark S. (Sullivan) mentioned that his patrons liked the carousel feature. Cathy (Lebanon) reported that her staff was very pleased with the changes. Steve reported that his requests were up and Sue S. mentioned that the statistics for January were up consortium-wide.

Circulation Committee Report

Karen H. reported that an updated "Materials Handling" document is up on the webpage for all use.

There was a discussion concerning "refunds" and the Circ Committee will make a recommendation to the membership at the next of how to handle refund payments to consortium member libraries. Steve had taken a poll and found that of the 17 respondents, 9 members do not refund payments to their patrons. If you have any questions concerning this, please contact a Circ Committee member.

Marketing Committee

Sue L. (Carrollton) reported that she will make a second email contact with those libraries that were contacted by Sue S.

MOBIUS

Donna presented the financial report and we are doing well at this time.

Debbie reported she will be setting up a base camp site for Cameron Public to get them ready for migration. Debbie has had contact with Jan Johnson at Daviess County.

The Acquisitions Module is up and working well at Scenic. Their vendor is Baker and Taylor and orders are being created and seem to be going smoothly.

Missouri State Library

Barbara Reading was pleased to hear the update concerning our Outreach efforts.

Barbara R. reminded the group that Library Advocacy Day is February 10th in Jefferson City. The day will begin with a legislative briefing followed by a box lunch. The afternoon will be spent with the librarians visiting respective legislators at the capitol building. Unlike in the past, there will not be a reception in the evening with legislators.

Barbara R. reported that the first budget hearing on the Secretary of State's Budget was held yesterday. This session was basically just a session to present the budget. There were a few good questions concerning the zero funding of the REAL appropriation in the Governor's budget. A legislator did speak about the benefit of MOREnet and the REAL appropriation and it was helpful. Barbara R. reported that many legislators have had good contact with local librarians concerning the cuts.

Barbara R. reported that the FY16 LSTA funds have been received. She also reported that is core cuts do not get restored, the FY17 or FY18 funds are those that would be affected.

Sue S. asked that the Executive Committee meet in the near future to discuss how to handle the membership fee of \$1,000 for the future and continue work on the Sustainability Plan.

Karen H. made a motion to adjourn the meeting and Steve seconded the motion.

Sue S. adjourned the meeting at 10:05 A.M.

The next membership meeting will be March 5, 2015.

Respectfully submitted,

Karen Hayden, Secretary

**Missouri Evergreen
Membership Meeting
December 4, 2014
Inn at the Grand Glaize - 9:00 AM**

Attendance:

Bollinger County - Eva Dunn
Carthage Public - Julie Yockey
Doniphan-Ripley County - Becky Wilcox
Grundy County - Teresa Hunsaker
Lebanon-Laclede - Cathy Dame
Little Dixie - Karen Hayden
Poplar Bluff - Sue Szostak
Scenic Regional - Steve Campbell
Stone County - Colleen Knight
Sullivan Public - Mark Smith
Washington Public - Jackie Hawes
MOBIUS- Donna Bacon, Blake Henderson, Justin Hopkins, Debbie Luchenbill
Missouri State Library - Barbara Reading
Guest - Pam Klipsch - Jefferson County Library

Sue called the meeting to order at 9:00 A.M with everyone introducing themselves.

Executive Report:

Sustainability Plan for 2015

- Sue presented the "Sustainability Plan for 2015".
- Barbara Reading indicated that she would like to see budgeting projections and some membership scenarios included in the plan with how and who we plan to target future members.
- Steve reported that he will be speaking with MOBIUS staff concerning future staffing needs.
- We also need to include some discussion of how we will sustain members if the REAL appropriation is not renewed.
- Donna has had some discussions with the Kansas State Library and the possibility of their joining with MO Evergreen in the future. Representatives from the six regional systems in Kansas met with MOBIUS staff in Columbia and traveled to Little Dixie for a demo of MO Evergreen in November.
- It was stated that "Delivery" could be the theme of our plan.

Public Library Survey

- Our efforts should be to target mid-sized libraries
- Some comments:
 - Concern for the robustness of catalog & Patron friendliness of catalog- Blake continues to work on improvements

- Would like to see cost projections
 - How would it work with RFID & Self Check
 - Are "holds" easy for patrons
 - Do we have 24 hour support?
 - Can you save me money?
 - Is the catalog cleanup done?
 - Can the \$1000 maintenance be waived?
 - How long has the State Library committed to support?
- Eva Dunn has agreed to make a summary of the survey

Brochure

- Done to this point - but a continuous work in progress
- It is user friendly
- Who is the brochure for? Patrons, potential members, board members
- The brochure is a recruitment tool
- Consider limiting the MOBIUS information and add contact info for Executive

Committee

-Justin related that he has software that would help with making the brochure and he would help us

Cataloging Committee - Cathy

- The PT cataloger is in place at Scenic Regional Library
- Cathy commented that good cataloging is important at all levels.
- Blake has been doing a great job with the catalog cleanup
- Deleting records
 - Deleting unused records once a year was discussed to help solve the visibility issue of titles without barcodes
- The Cataloging Committee is working closely with Cheryl and Blake

Justin reported that he could make a suite of universal reports. Eva made a motion for him to do this and Becky seconded the motion. The motion passed.

OPAC Committee- Steve

- Steve reported that Blake has sent out a test of the new OPAC format and it looks good
- The 6 months hold restrictions have not been changed at this time. Steve will hold a conference call with Blake concerning this.

Circulation Committee - Karen

- "Lost" materials were discussed and libraries have unique policies set for items to be "lost", times vary from 366 days to 30 days.
- Concerning holds - When placing an item on hold and the patron can choose "advanced hold options" to select any copy available of the title by clicking "type item" for the title wanted. Doing this will make a the hold a meta-record hold

-Discussion of “reciprocal” or “consortium” use of patron records. Questions: How do we treat patrons from one library going to another and checking out materials? Do we check the patron database before issuing a patron a library card to make sure that patron has a clear record? Do we accept patron library cards from any library? No decisions were made concerning these questions. Karen will do some research with other consortiums concerning these questions and report at our June membership meeting.

Marketing Committee - Sue L.

- Sue reported that she will be working with the Sustainability Plan to follow through with our recruitment and marketing concerns.

-It was suggested that a bookmark be created to advertise MO Evergreen and it's resources

MOBIUS

-Donna presented the financial report. All is well and payments and maintenance fees are coming in as expected.

-No migrations are scheduled at this time

-The audio books fix has been completed.

-Scenic Regional will be going live with the Acquisitions Module in January. All is on schedule with acquisitions.

-MITINET - sent a brochure of their services. They are similar to Backstage.

-Server infrastructure changes - we have gone from 4 to 8 servers. This should help solve the SIP problems.

Barbara R. reported that the State Library has initiated a pilot project to add a third day to the courier service for MO Evergreen Libraries and is should begin very soon.

Sue adjourned the meeting at 11:45 A.M.

The next meeting will be webinar on January 8, 2015 at 9:30

**Missouri Evergreen
Executive Committee Meeting
November 6, 2014**

Attendance:

MOBIUS staff: Debbie Luchenbill, Justin Hopkins, Blake Henderson

Missouri State Library: Carl Wingo, Barbara Reading

Executive Committee: Sue Szostak, Steve Campbell, Cathy Dame, Sue Lightfoot, Karen Hayden

Sue opened the meeting at 8:30 via web conference.

Discussion of the Sustainability Plan by looking at the Mission Statement created for the plan. Everyone agreed to integrate it into the by-laws at a later time.

Sections I & II were taken from the by-laws and will remain as written.

Priorities - agreed to keep as is.

Goals - change the wording of #2 to read "Easy to Use Library Catalog"

Goals #1

Objective: Add to "Cost projection and development..."

- Identify 5 libraries to target for membership by August 2015

Objective: Consider alternative methods... change wording from analyze to analyzing

Objective: Recruitment of New.... third bullet - add at end of sentence "to help with cost structure"

Goal 2 - Change wording to "Easy to Use Library Catalog"

Objective: Train Consortium....

add bullet - Create guides/tutorial for library staff - ongoing

Objective: Library catalog.....Change wording to "Easy to use library catalog for patrons"

Eliminate bullet point - create a mobile app

Bullet point - Create guides... change time to ongoing

add bullet - Implement recommendations of OPAC committee - 2015

Goal 3

No changes

Sue presented the MO Evergreen brochure that the Marketing committee and her staff have been working on.

Suggestions:

- Color in counties (areas served) to show an impact on service to the state
- Are the "go live" dates important?
- Emphasize resource sharing
- List LSTA funding in budget box
- "Enhanced content" - may not be needed or move to Resource Sharing section
- Expand "Help Desk" point - 24/7 service available. Help available by phone, email

**Missouri Evergreen Consortium
Membership Meeting
November 6, 2014**

Attendance:

Carthage Public - Julie Yockey
Doniphan-Ripley County - Becky Wilcox
Grundy County - Teresa Hunsaker
Howard County - Chris Kloeppel
Lebanon-Laclede - Cathy Dame
Little Dixie - Karen Hayden
Poplar Bluff - Sue Szostak
Scenic Regional - Steve Campbell, Diane Disbro
Sikeston Public - Ron Eifert
Sullivan Public - Mark Smith
Webster County - Terri York
MOBIUS- Blake Henderson, Justin Hopkins, Debbie Luchenbill
Missouri State Library - Barbara Reading, Carl Wingo

Sue Szostak opened the meeting at 9:35 AM and welcomed all in attendance.

Cathy made a motion to approve the minutes from the October 2, 2014 meeting.
Sue Lightfoot seconded the motion and the motion was approved.

Sue informed the membership that Terri York has resigned her position on the Executive Committee. Julie Yockey was asked if she would be interested and she replied that she could not do it at this time but maybe in the future she could do it. No members volunteered at this time and Terri stated that she would stay on until a member was found to replace her. Terri's term will end in June of 2015.

Sue S. stated that she will make arrangement for the upcoming meeting in December during MPLD.

Sue S. discussed the sustainability plan and reported that the Executive Committee worked on the plan prior to the membership meeting. They will be updating the plan with the changes before the December meeting.

Sue reported that the survey to Missouri public libraries was sent out on October 28, 2014 and that 44 libraries responded to the survey. Carl Wingo will be computing the data and we will use the data for our sustainability plan and our recruitment of new members.

The recruitment brochure was presented for review. The Executive Committee reviewed it during their meeting and Sue S. asked the rest of the membership for suggestions. If any member has suggestions or comments, they may send them to Sue Lightfoot. The brochure will be ready for the MPLD meeting in December.

Cataloging - Cathy Dame

Cathy thanked Ruth Lord for helping Blake concerning the audio records and reported that there is a lot of behind the scenes work to done before a mass catalog change can be made.

Members reported that they are seeing many of the changes in the OPAC and they are pleased.

Cathy reported that the committee and Blake meet quite often online before any changes can be made.

OPAC - Steve Campbell

Steve reported the he would like to see a timeline of OPAC catalog cleanup.

Circulation - Karen Hayden

Karen reported that the Circ Committee will be meeting on November 18th to review changes to the Circulation Policy in Lebanon. They are also working on courtesy policies, billing practices, and patrons who move from one system to another with bills, overdues, etc.

Diane Disbro contacted member concerning processing fees and refunds for returned lost books.

Concerning charging procession fees - 10 do not. and 7 do.

Concerning refunding - 9 libraries do not refund payments for lost materials and 8 do.

The Circ Committee will make recommendations for how to handle processing fees and refunds.

Marketing - Sue Lightfoot

The brochure is 75% complete. Sue welcomes input from the membership for additions or corrections. She would like to have more "patron stories" for the brochure and future publications.

MOBIUS

Debbie presented the monthly budget report from September. The balance in reserves is \$30,753. Sue asked if they could breakdown the payments by library by year for the fiscal years of 2012, 2013, 2014, and projected 2015?

Schuyler County is working on cataloging their collection and they will migrate as soon as that is done.

Blake reported that he has completed the 2.7 upgrade and he is near completion of work on the audio book collection. He hopes to complete that on November 7th.

Debbie reported that Scenic will be the first library to migrate to the acquisitions module. They will begin training on Monday, Nov. 10th and continue through December. They hope to go live on January 2. Debbie has talked to other libraries about using acquisitions and reported that many of them may be able to "on order" templates instead of a full acquisitions module. She will be creating that template.

Sue S. asked Debbie if Neosho had contacted them about their migration status and she had not had any updates from them. Sue S. will contact Neosho.

Missouri State Library

Carl Wingo did not have any other updates from the State Library at this time.

Other

None

Meeting was adjourned. Motion by Becky Wilcox and second by Cathy Dame.

Respectfully submitted,
Karen Hayden, Secretary

**Missouri Evergreen
Executive Committee Meeting
Thursday, September 4, 2014, 9:00 AM**

Sue called the meeting of the EC to order at 9:00 AM.

Sue asked if there were any additions to the membership meeting agenda.

A discussion about Syndetics was added to the MOBIUS report.

Sue discussed the upcoming survey and asked if there were any additional suggestions.

- It was suggested that we have a lower starting point for respondents "yearly maintenance cost" beginning at "0-\$1,500, \$1501-\$3,000, \$3,001-\$6,000, etc.

- Add an introductory paragraph including resource sharing numbers, size of catalog, and promotional type data. Sue will draft the paragraph.

- We can either use the State Library's "Survey Gizmo" or MOBIUS's "Survey Monkey" to conduct the survey.

Sue reported that she and Sue Lightfoot have been working the MO Evergreen brochure. Sue L. had provided some very good verbiage for the informational piece. Sue S will ask the members to provide patron and staff comments, pictures, and any other pieces of information to include. Sue has a Poplar Bluff staff member assisting with the project.

Cathy will report for the Cataloging Committee

Steve reported that he will present the OPAC report

Karen will report for the Circulation Committee

The meeting was adjourned at 9:15.

**Missouri Evergreen
Membership Meeting
Thursday, September 4, 2014, 9:25 AM**

Attendance:

Albany Public - Jesse Edwards

Carrollton Public - Sue Lightfoot

Carthage Public - Darcy Wood

Doniphan-Ripley - Becky Wilcox

Grundy County - Theresa Hunsaker

Howard County - Chris Kloeppe

Lebanon-Laclede - Cathy Dame

Little Dixie - Karen Hayden

Marshall Public - Mary Bays

Poplar Bluff - Sue Szostak, Shannon

Scenic Regional - Steve Campbell

Sikeston Public - Ron Eifert

Sullivan Public - Mark Smith

Washington Public - Jackie Hawes
Webb City - Jake Johnson
Webster County - Terri York
MOBIUS- Donna Bacon, Blake Henderson, Justin Hopkins, Debbie Luchenbill
Missouri State Library - Barbara Reading, Carl Wingo

Seeing most all libraries signed in, Sue Szostak called the meeting to order at 9:25 AM.

Cathy made a motion to accept the minutes as presented. Becky seconded the motion. The motion passed.

Sue asked for any additional agenda items.

Sue reported that the Executive Committee met prior to this meeting to look over the agenda to consider additions to it. The recruitment survey was discussed and the membership will look at this. The EC recommended that an introductory paragraph be added and add several statistic highlights be added to the paragraph including numbers concerning resource sharing and the number of items in the catalog. Mention of the cost of resource should be included. Sue Lightfoot has worked on the recruitment brochure and asked for help by providing quotes, customer comments, a map of member libraries, and pictures from member libraries. Sue S., Sue L., and a staff member from Poplar Bluff will be working on the brochure.

Cataloging Committee - Cathy Dame

Cathy reported that the committee had been working on a media and 007 issue. She reminded members to share cataloging issues and ideas.

OPAC Committee - Steve Campbell

The OPAC committee sent to the members in an email recommendations for improvements to the OPAC.

Mobius was asked what they think of the "scope of work" recommended by the OPAC committee and Donna replied that they do have acquisitions to implement by January and that along with catalog cleanup is a priority at this time. Some of the suggestions may take some time to research by Mobius to proceed.

Age protection (#13) was a main topic of discussion. To eliminate option to age protection, hide age protected books, change length of protection, or leave as it is. With no consensus, the matter will be discussed at a later time.

Motion by Steve to accept all recommendations and send them on to Mobius with the exception of the "age protection" (#13) recommendation with no deadline for implementation by Mobius of these suggestions. Second by Sue L. The recommendations were approved.

Terri made a motion to change the wording of the "age protection" message to be clearer to patrons as recommended in the OPAC recommendations (#13b). Second by Becky. The motion was approved.

Circulation Committee - Karen Hayden

The committee recommended that "Lost" status be removed at check-in on items previously listed as lost instead of having to send the book back to the owning library before moving the book on to another library.

Karen made a motion to remove the "Lost" status at check-in. Cathy seconded this. The motion was approved.

Karen reminded libraries to pay bills for items to lending libraries as soon as possible after being billed so that the library whose item was lost/damaged can be replaced by the library regardless if the patron has paid or not paid for the item. The borrowing library is responsible for collecting the payment for the material from their patron.

Karen will contact MOBIUS about creating a "lost items" report.

Karen suggested that the circulation committee will work on "lost items", overdues, and bills and how to handle these situations.

Marketing Committee - Sue Lightfoot

Sue volunteered to plan a pre-conference for MPLD to answer questions about Evergreen for interested libraries.

Sue reported that at the September 3rd meeting of GRLC she and Karen talked with several libraries concerning Evergreen including Jo Ellen Pratt (Cameron), Judy Cox (Mercer), Jan Johnson (Davies), Leitha Walsh (Putnam), and Linda Kropf (Shelbina). Jo Ellen is very interested and her contract with her current ILS ends in June 2015. Sue reminded any other members who belong to other library groups to feel free to talk about Evergreen.

MOBIUS

Donna explained the formula for the Syndetics bill using the same formula used to figure the annual maintenance bills. The cost for Syndetics is \$2828. She divided \$2828 by the total number of circs times the total number of circs but the library.

Donna presented a yearly budget report for Sept. 1, 2013 to August 31, 2014. The total budget presented to the Missouri State Library for the MOBIUS contract was \$271,873. Actual expenditures were \$234,609. \$37,264 of budget money was unspent.

MOBIUS income for July 1, 2013 to June 30, 2014 includes: \$176,784- Contract, \$42,488.25 - Annual Maintenance, \$26,753 - Reserves.

The last payment from Missouri State Library for the current contract will be \$57,825.

The 2013 Syndetics bill was higher than previously planned and \$996.58 was expended from reserves per the Chair's request.

Washington Public prorated their annual maintenance so the renewal date could coincide with their fiscal year. They were charged \$749.97 in 2014 instead of the \$1,000.

Donna explained the formula that was used to prepare the annual maintenance charge for each library. She has included administrative overhead (10% of Justin's, 5% Donna's, and 2% office staff salaries) which is divided by the total circulation of the consortium to determine the cost of each circulation. The cost per circulation is multiplied by 50,000 circulations to determine the cost of 50,000 circulations. As of July 1, 2014, there are 22 libraries in the consortium.

The consortium will accumulate an additional \$22,000 to be placed in reserves bringing that total to \$48,753.

Annual maintenance and reserve fees are due upon the library's "go live date".

Donna mentioned that in 2016 the servers will be four years old and will need to be replaced. The cost will come out of our reserves. Approximate cost will be \$40,000.

Debbie reported that Marion County went "live" on August 18th and she is working with Schuyler County to prepare them for going live. They will be cataloging their collection using MO Evergreen.

Blake reported that he is working on the catalog fixes including the problem with the e-book records. He will be keeping us updated with the process.

Debbie said that she is working with the acquisitions module and creating training documents for it. The module will be ready in January.

Debbie will be sending out a report of each libraries system setting and the libraries will be able to review and make changes as needed.

Missouri State Library

Carl reported that he has working the "Scope of Work" document for the State Library, Mobius, and Evergreen contract. Portions were updated with new reporting dates and suggestions from the Executive Committee, State Library, and MOBIUS. Specific dates were given for implementing the acquisitions module (1st and 2nd quarters of the contract period).

At this time, Justin reported that he is looking at new help desk software that will give immediate feedback for help desk tickets, chat support for help, and the ability to see help

desk tickets consortium wide. They would use this system for all of MOBIUS and he suggested that MO Evergreen could be the pilot group for this software.

Barbara reported that as a one-time opportunity, the contract will include money for a part time cataloger to help with the cleanup of the catalog. A member library will work with MOBIUS and the State Library to supervise the cataloger.

Barbara stated that the contract states that only 5 libraries will be migrated in the next year.

Karen made a motion to adjourn and Becky seconded the motion.

Respectfully submitted,

Karen Hayden

Missouri Evergreen Executive Committee Meeting
October, 2, 2014
9:00 A.M.

Attendance: Albany Public - Jessie Edwards, Carthage - Julie Yockey, Doniphan-Ripley - Becky Wilcox, Lebanon-Laclede - Cathy Dame, Little Dixie - Karen Hayden, Poplar Bluff - Sue Szostak, Scenic Regional - Chisty Schink, Diane Disbro, Sullivan Public - Mark Smith, Webster County - Terri York, Missouri State Library - Barbara Reading, Carl Wingo, Debbie Musselman, MOBIUS - Donna Bacon, Debbie Luchenbill, Justin Hopkins, Blake Henderson

Chair, Sue S opened the Executive Committee Meeting by asking if any member have any additions to the membership meeting agenda..

- #4 - discussion of the Evergreen Sustainability Plan
- #5 - an update on catalog cleanup
- #6 - no report from the OPAC committee at this time
- #7 - discussion of bills, hold, & fines, templates for circulation use, use of rubber bands on materials
- #8 - Sue S. will present an update of the Marketing Committee
- #9 - MLA Meet-Up

Sue suggested the Executive Committee look at the best way to complete the Sustainability Plan. Bringing in other consortium members to help work on the plan was suggested. Our Sustainability Plan should include recruitment, budget, goals and objectives, and plan of what our future will look like. Barbara Reading reiterated that she needs to have a draft of the document this fall and a budget by winter for the LSTA Plan. The draft should be more than an outline but does not have to be a final product. She said that the State Library would only be able to provide a supporting role for the plan but was a task for the Consortium. The Executive Committee (with the State Library's help) have a survey almost ready to send out to public libraries in the state and a recruitment brochure is being worked on.

Sue also suggested that the By-Laws should be looked at to include tasks of the Executive Committee.

Missouri Evergreen Membership Meeting
October 2, 2014
9:25 AM

Attendance:

Albany Public - Jesse Edwards
Carthage Public - Julie Yockey
Doniphan-Ripley - Becky Wilcox

Howard County - Chris Kloeppel

Lebanon-Laclede - Cathy Dame
Little Dixie - Karen Hayden
Marion County - Peggy Northcraft
Poplar Bluff - Sue Szostak
Scenic Regional - Christy Schink, Diane Disbro
Sikeston Public - Ron Eifert
Stone County - Colleen Knight
Sullivan Public - Mark Smith
Washington Public - Jackie Hawes
Webster County - Terri York
MOBIUS- Donna Bacon, Blake Henderson, Justin Hopkins, Debbie Luchenbill
Missouri State Library - Debbie Musselman, Barbara Reading, Carl Wingo

Chair, Sue S. opened the meeting at 9:25

Items added to the agenda include:

- #4 - Sustainability Plan
- #5 - Catalog cleanup
- #7 - Circulation items
- #9 - MLA Meet Up

Sue asked if there were any corrections or additions to the minutes from the September 4, 2014 meeting. Becky Wilcox made a motion to approve the minutes as presented, Diane seconded the motion. All members approved the motion.

Executive Committee

Sue gave the Executive Committee report. She reported that the outline and suggestions for the survey for the public libraries is about ready and should be ready to send out to the Missouri public libraries next week.

The recruitment brochure is being worked on by Sue S. and Sue L.

Sue reported that the Consortium's Sustainability Plan must be done in an expanded outline form this fall for the State Library. Carl W. has been helping with this by providing documents for the plan.

Sue suggested that the Sustainability Plan and other tasks be added to the Executive Committee's stated duties or to the Consortium and library's MOU so that all of the Consortium members will know that they will be asked to help with such tasks as a part of being a consortium member. Sue will work on how to best accomplish this either by a by-laws or MOU change. Barbara stated that the State Library could help with this.

Barbara reminded the membership that LSTA and the governor's withholds of July 2014 may have an impact on future funding and we should be aware of this when working on the budget and recruitment plan.

Cataloging Committee

Cathy D. reported that the committee has been working with Blake on the catalog cleanup. They are about ready to begin working with playaways and audiobooks. The cleanup of ebooks is almost complete. In the process, Blake creates a list of items to change and the results are evaluated via a conference call. Cathy reported that Blake is doing the bulk of the work and it is going well.

Blake reported that the 006, 007, 008 tags are tags that catalogers need to be aware of when working with audios. He will be sending information about this to the catalogers.

The committee has been working on job description, duties and hiring the part-time cataloger to reside at Scenic Regional for the consortium.

Blake reported that Playaways now are distinguished by picture under the title on the record.

Cathy and Blake reported that even after the cleanup is done for a particular item type there is always a list of some titles that will need hands on cleanup.

OPAC Committee

With the playaway icon included on the search screen - one suggestion of the OPAC committee has been implemented

Circulation Committee

Diane D. discussed how to handle patrons moving from one library district to another. As a courtesy it was suggested that if a person comes into your district who has a card at another member library, that library should notify the previous library that the patron has now become a member of the other library. This should help all libraries by eliminating patrons who travel around and accumulate overdues at numerous locations. The Circulation Committee will work on a policy of how to handle this situation and also how to address using other consortium patron cards at other libraries.

Members were reminded to not override overdues.

"Holds" were discussed. If a library cannot find a requested copy of an item, please notify the borrowing library to let them know why the book has not been sent to them.

If a patron or staff is requesting a specific copy, do a “copy hold”. If the patron does not care what copy they receive, they can place a “general” hold. If the specific copy requested is not available the staff may “re-target” the hold to another copy.

The Circulation Committee will look at the whole Circulation Policy for needed changes and revisions.

A suggestion to help libraries know when to send payment for “paid for items by patrons” would be for circulation staff to use the column picker and set a column to “loaning library” at the billing page.

Cathy D. asked about group patron cards. Debbie L reported that this can be done and she will sent out instructions to do this.

Sue S. asked if we can block an entire “group” if one patron has an issue but Justin reported that we cannot do it at this time but it may be something they could work on.

Justin reported that a monthly billing report could be created. He and Blake will work on this but the members will need to create parameters.

Members asked that rubber bands not be placed on paperback books because of damage. Placing the receipt in the book was preferable for many members.

Marketing Committee

Sue reported that the recruitment brochure and survey are being worked on.

MOBIUS

Donna prepared the monthly report for September. Donna reported that membership fees are included in the income annual maintenance line.

Debbie reported that Schuyler County has had catalog training and should have begun to catalog their collection. Marion County has had reports training.

Blake reported that he has been working on the catalog fixes and that is going well.

Debbie reminded the members to send her your library setting updates as soon as possible.

The Consortium will have a “Meet-Up” at MLA. Debbie will work on the arrangements. It will be either Thursday evening or Friday at lunch. Debbie will send out an email with details. She also reminded members to stop by the MOBIUS booth at MLA - they have new glasses to give away this year.

State Library

Carl reported that he will help with the sustainability plan. He will send out suggested dates and times for a meeting.

The State Library's contract with MOBIUS for Missouri Evergreen services has been finalized. Included in the funding is a part-time cataloger to be stationed at Scenic Regional Library.

Becky W. made the motion to adjourn the meeting.
Peggy N. seconded the motion.

Respectfully submitted,

Karen Hayden

**Missouri Evergreen
Membership Meeting
August 7, 2014**

Attendance:

Carrollton Public - Sue Lightfoot
Carthage Public - Michael Tolle
Doniphan-Ripley - Becky Wilcox
Howard County - Chris Kloeppel
Lebanon-Laclede - Cathy Dame
Little Dixie - Karen Hayden
Marion County - Peggy Northcraft
Marshall Public - Wicky Sleight
Missouri State Library - Carl Wingo & Debbie Musselman
MOBIUS - Debbie, Luchenbill, Justin Hopkins, & Donna Bacon
Poplar Bluff - Sue Szostak
Scenic Regional - Steve Campbell & Diane Disbro
Sikeston Public - Sue Tangeman
Stone County - David Doennig & Colleen Knight
Sullivan Public - Mark Smith
Webb City - Jake Johnson & Sue Webb
Webster County - Terri York

Sue Szostak called the meeting to order at 9:04 and ask for other agenda items.
None were presented.

The minutes were approved as presented. Cathy D. made a motion to accept the minutes and David seconded the motion. The motion was approved.

Executive Committee Report - Sue S.

Sue S. gave a report of the August 25, 2014 executive committee meeting in Rolla. Barbara Reading, Carl Wingo, Donna Bacon, Sue Szostak, Steve Campbell, Sue Lightfoot, Cathy Dame, and Karen Hayden attended the meeting. Items discussed included: the upcoming State Library and MOBIUS contract for Missouri Evergreen, creating a sustainability plan, the scope of work. Missouri Evergreen priorities including: cleaning up the catalog, cleaning up data, and how many libraries we should migrate in the upcoming year were considered.

Sue suggested that the Executive Committee will meet prior to the regular meeting of the membership. The EC will meet at 9:00 and the entire membership will meet at 9:20 for upcoming monthly meetings.

Cataloging Committee - Cathy Dame

Cathy reported that clean-up work is being done on the catalog and the Justin has been creating videos to be placed in the website to help libraries with the cleanup process and merging records. Cathy encouraged libraries to "fix" cataloging errors that they encounter with their library's holdings as they see them.

Cathy made a motion to suspend the by-laws rules concerning catalog review policies for new libraries until the practices and procedures have been created for new libraries. Karen seconded this. The motion was approved.

Discussion of this motion concerned when in the migration process would the review be done - before or after the MOU has been signed. It was feeling of the group that this could be accomplished after the MOU was signed and prior to migration.

Cathy asked MOBIUS to post the "help" videos to the website. A suggestion for a video would be one to help patrons search their personal account.

OPAC Committee - Steve and Mark

Steve and Mark have been working on OPAC ideas and suggestions. At this point, they will sent the list to MOBIUS for review.

They have discussed ways to handle "age protection" of materials because patrons do get confused with the "age protection" when wanting to place holds. They have suggested three options: change the wording of the "age protection" message that patrons see, hide the books in the catalog that are "age protected" or do away with "age protection".

Circulation Committee - Karen and Diane

Karen reported that the "Materials Handling Best Practices" have been added to the website and as soon as available the "Circulation Staff Contact List" will be added to the list.

Karen reminded libraries to be sure to check condition of materials prior to sending them via the courier to note any condition issues so receiving library will be aware of the condition.

Diane reminded libraries that there is a circulation list serve for all circulation staff to discuss issues, questions, or concerns. Justin will send out the information to all libraries.

Marketing - Sue L.

It was decided at the Executive Committee meeting that because the Marketing Committee is just Sue, the Executive Committee will help with the committee. Sue will be the liaison to the State Library and Carl Wingo.

The committee is working on our sustainability plan, creating a survey of all Missouri libraries, and creating a brochure.

Sue thanked Terri for the great testimonial and encouraged others to send in their testimonials for the brochure.

Sue S has volunteer one of her staff members to help with the brochure.

The Committee would like encourage members to make personal connections with potential new library members.

Sue thanked Carl for his help with marketing and sustainability.

Carl added for a sustainability document that it would be good to look at the goals of the consortium and what we have accomplished so far. The statistics of resource sharing are also very important.

Sue and Carl will be working on the survey.

Sue S. reported that she has asked Donna for a budget report and Donna will be getting to her.

MOBIUS

Debbie reported that the staff have attended training concerning the acquisitions module and will use this training to train the libraries interested in this.

Debbie has been working on updating and adding to the website.

Marion County will be migrating on August 18th.

Blake is working on catalog cleanup.

Schuyler County is a non-automated library and the staff is working with them before their migration in September.

State Library

Carl is working with Sue on the sustainability plan. He reported that we can use the State Library's "Survey Gizmo" for the survey.

Barbara is working on the final states of the FY15 contract with MOBIUS.

Other

No other business was presented.

David made a motion to adjourn the meeting and Sue L. seconded the motion. The meeting adjourned at 9:55.

Respectfully submitted,

Karen Hayden

**Missouri Evergreen Membership Meeting
July 3, 2014, 9:00, Web conference**

Attendance: *Albany Carnegie* - Jessie Edwards, *Doniphan-Ripley County* - Becky Wilcox, *Grundy County* - Theresa Hunsaker, *Howard County* - Chris Kloeppel, *Lebanon-Laclede* - Cathy Dame, *Little Dixie* - Karen Hayden, *Marshall Public* - Wicky Sleight, Mary Bays, *Poplar Bluff* - Sue Szostak, *Scenic Regional* - Steve Campbell, Rose, *Sikeston Public* - Ron Eifert, *Sullivan Public* - Mark Smith, *Washington Public* - Jackie Hawes, *Webb City* - Jake Johnson, Sue Olivera, *Webster County* - Terri York, *Mobius* - Debbie Luchenbill, Blake Henderson, Justin Hopkins, *Missouri State Library* - Carl Wingo, Debbie Musselman

Sue Szostak opened the meeting at 9:00, July 3, 2014 via "GotoMeeting".

Sue stated that she will try to follow the same agenda format for upcoming meetings.

Sue asked for amendments to the agenda.

Sue amended the agenda to add approval of the minutes.

The minutes were sent to all member via email on June 10, 2014. Cathy made a motion to approve the minutes as presented. Becky seconded the motion. The motion was approved.

1. Executive Committee Report

Sue reported that the State Library has set a conference call scheduled with Executive Committee on July 11 to discuss our strategic planning and how we will be proceeding with future migrations.

The Executive Committee Appointments

Sue Szostak - Chair
Steve Campbell - V.C.
Karen Hayden - Secretary
Sue Lightfoot - member
Terri York - member

2. Cataloging Policies

Cathy Dame reported that she had a couple of suggestions for changes to the cataloging policy.

a.) She recommends adding "OCLC" to be listed with the "Primary Sources" of **Acceptable Sources for MARC Records**

b.) She recommends changing the wording of the training statement to read:

"Staff whose primary responsibility is cataloging must receive Missouri

Evergreen approved training. Each library may train their staff as appropriate to complete specific tasks in Missouri Evergreen. These tasks may include item/volume record deletion, call number changes or other such single purpose tasks having a low impact upon the Missouri Evergreen catalog. Each library assures that these staff tasked with these duties receives adequate training and is supervised by the library's cataloging personnel."

Cathy made the motion for acceptance of the "Missouri Evergreen Cataloging Policy" with those two changes. Becky seconded the motion. The motion was approved.

Cathy will make the changes and forward the policy to Debbie to add to the website.

3. OPAC Committee Report

Steve Campbell reported that the recent upgrades have addressed several of the items that they were working on. The committee will have recommendations ready for the membership by the end of summer.

4. Circulation Committee

Karen reported that the "Materials Handling Best Practices" was sent to the membership for suggestions for changes. Three changes were suggested and added to the document.

- To protect book pages, place all books in a courier bag spine to spine or place a rubber band around the materials.
- Do not change or modify another library's labeling or mark the materials in any way.
- Do not send payments via the courier.

Karen made a motion to approve the "Materials Handling Best Practices" document. Becky seconded the motion. The motion was approved.

Karen will send the document to Debbie to add to the website.

5. Marketing

Steve reported that the Marketing Committee should have a report ready in August.

Steve asked to resign from the Marketing Committee because of his assignments to the Executive and OPAC Committees.

Sue asked for volunteers to serve on this committee. She will wait until the Executive Committee meets with the State Library staff on July 11 recruit volunteers.

6. Mobius Staff Update

Debbie reported that Marion County will be coming up in August and Schuyler County has gotten a grant to help them automate their collection for migration.

Debbie will be updating the training materials to reflect the changes that occurred with the latest upgrade.

Staff will be talking with representatives concerning the Sitka Evergreen Acquisitions Module on July 23-24.

Blake reported that Ozark Regional is now done with their migration. All branches are automated.

Blake reported that the upgrade to 2.6.1 has been completed.

Justin addressed a concern about testing that should be done prior to future upgrades. He recommends purchasing large hard drives to use for testing. Sue asked him to make a proposal to the Executive Committee with costs and need statement. He is also working on creating a "status" page to let members know what issues are being looked at and worked on.

7. Missouri State Library

Carl reported that he has been working on a list of strategic planning ideas to present to the Marketing Committee. He will contact the committee with the ideas and hopefully they will be able to meet in person to work through the ideas.

8. Other

Sue wanted to send a "Thank You" to David Doennig for all of his hard work for Missouri Evergreen. His work is very much appreciated by the member libraries.

Becky made a motion to adjourn the meeting, Karen seconded it.

Respectfully submitted,

Karen Hayden

MO Evergreen Membership Meeting May 1, 2014 - 9:00 AM

Attendance: Albany Carnegie Library (Jessie Edwards), Carthage Public Library (Darcy Wood), Doniphan-Ripley Library (Becky Wilcox), Lebanon-Laclede (Cathy Dame), Little Dixie Regional Libraries (Karen Hayden), Marshall Public Library (Mary Bays), Poplar Bluff Public Library (Sue Szostak), Scenic Regional Libraries (Steve Campbell), Stone County (David Doennig), Sullivan Public Library (Mark Smith), Webb City (Jake Johnson), Webster County (John Pace), Debbie Musselman (State Library), Debbie Luchenbill, Blake Graham-Henderson & Justin Hopkins (MO Evergreen)

David called the meeting to order at 9:00 AM. via conference call.

David, because of time issues rearranged (with the participant's approval) the meeting agenda beginning with Old Business.

Old Business

David presented Bylaws amendments for the membership to consider. David proposed to change

Section II Consortium Membership, e) Member Representatives

To read: Each member library entity shall appoint a Member Representative who shall receive all communications **and someone to cast the official vote of that library.**

Section III Membership Meetings, e)

To read: Only members on *Missouri Evergreen* vote **on any membership issue** and at membership meetings. **The official representative of a member library may designate another employee of that library to vote in their absence. Notification of a change shall be made to the Chairperson of the Executive Committee prior to the meeting.** Votes may be conducted by electronic means.

The membership will vote on these Bylaws changes at their regular June meeting.

Cathy D. reported that she has been corresponding with Debbie Luchenbill to work on suggestions for other Bylaws changes. These suggestions have been sent to the Executive Committee and they will send feedback to David before May 9th. These suggestions will be discussed at the June meeting. Sue S. suggested that we may want to "suspend the rules" and vote on those Bylaws changes at the June meeting if possible.

New Business

Thursday, June 5, 2014 at 9:00 AM is our next membership meeting. We will meet at the Capitol Plaza Hotel Restaurant in Jefferson City.

Minutes

The Minutes from the April 3, 2014 Membership Meeting were accepted as presented. Motion to accept by Cathy D. and seconded by Steve C. The motion passed.

Reports

Cataloging Committee

Cathy D. reported that the committee has prepared a draft Missouri Evergreen Cataloging Policy. She reports that she has had good feedback. Many libraries are working on the training component of the policy. The policy will be ready for a membership vote in June.

Cathy D. recommended that the Executive Committee consider not signing up any new libraries until the cataloging issues are rectified and the catalog is cleaned up. At this time, we should not set a timeline for this suspension of new membership. Those already signed up but not live will continue as planned.

Debbie M. suggested that we work on our marketing plan during the suspension. (The Marketing committee members are: Sue Lightfoot (Chair) , Steve Campbell, and Eva Dunn.)

OPAC Committee

Steve C. reported that the OPAC committee will be meeting on May 22nd.

Circulation/Materials Handling Committee

Karen H. reported that the CMH Committee will meet on May 14th at Ozark Beach Library at 10:30-1:00 PM. If anyone had any CMH concerns or questions - contact Karen H. or any others on the committee.

MO Evergreen Staff

Debbie L. reported that Sullivan Public Library came up live on Monday, April 28th. and Sikeston Public Library will be coming up in June. She has been working on interim reports and the acquisitions module. Debbie will be out of the office the month of May.

Justin reported that the MO Lib 2 Go records are ready and he has tested the 2.6 Evergreen upgrades. 2.6 will probably be available to the membership in the summer.

Karen H. made a motion to adjourn the meeting and Becky W. seconded the motion.

David adjourned the meeting at 9:55 AM.

**Missouri Evergreen
Membership Meeting
June 5, 2014, Capitol Plaza, Jefferson City**

Attendance: Marion County Library (Peggy Northcraft), Washington Public Library (Jackie Hawes), Poplar Bluff Municipal Library (Sue Crites Szostak), Carthage Public Library (Julie Yockey), Doniphan-Ripley County Library (Rebecca Wilcox), Stone County Library (David Doennig), Webster County Library (Terri York), Bollinger County Library (Eva Dunn), Scenic Regional Library (Steve Campbell), Carrolton Public Library (Sue Lightfoot), Lebanon-Laclede Library (Cathy Dame), Sullivan Public Library (Mark Smith), Little Dixie Regional Libraries (Karen Hayden), Mobius (Donna Bacon, Blake Graham-Henderson, Justin Hopkins), Missouri State Library (Barbara Reading, Carl Wingo).

President, David Doennig opened the meeting at the Capitol Plaza at 9:00 AM.

The minutes were approved as presented. Motion by Sue and seconded by Terri. The motion carried.

Terri made a motion to suspend the rules and move the approval of the by-laws changes to the first agenda item. Rebecca seconded the motion and it was approved.

David presented the following changes:

II. c – add following paragraph

A library wishing to join Missouri Evergreen must ensure that they have a current inventory and that their cataloging records are accurate and complete, before they will be considered for Missouri Evergreen membership. A system-wide inventory and weeding must have been completed within the 18 months prior to submitting the application. The Missouri Evergreen Cataloging Committee will be provided with access to their current database to evaluate the level of completeness and quality of bibliographic records, and to verify that standard cataloging practices have been applied consistently. Brief records may be accepted for specific genres (such as paperbacks and videos), or for temporary records on which to circulate items until a complete record can be added, subject to recommendation by the Cataloging Committee and approval by the Missouri Evergreen Executive Committee. Libraries with cataloging that does not adhere to standards may be refused membership until adequate bibliographic records are created at the library's expense.

II. e – change the sentence to read

Each member library entity shall appoint a Member Representative who shall receive all communications. And designate someone to cast the official vote for that Library.

II. h – section added

h) Committees. All member libraries will make available personnel to serve on any committees the Missouri Evergreen Executive Committee deems necessary to support Missouri Evergreen. Libraries that cannot assign a member agree to abide by the policies approved by the Missouri Evergreen Executive Committee. A member of the Executive Committee will serve on each Committee of the consortium and will address issues related to that committee's task using input from the other committee members.

II. i – section added

i.) Training. The cataloging staff, prior to migration shall complete required Evergreen training.

II. j – section added

j) Associated Fees. New member Libraries shall pay all related fees beyond those charged by MOBIUS for maintenance, like such as purchasing Syndetics. The MOBIUS Staff shall determine the proportionate share and invoice the new member after migration.

II. k – section added

k) Special Projects.. Special projects which impact only one library must be brought before the Executive Committee. The library requesting the special project must contract and pay MOBIUS or an external vendor they recommend directly for all services.

III. e – revised paragraph

Only members of Missouri Evergreen may vote on any membership issue and at membership meetings. The official representative of a member library may designate another employee of that library to vote in their absence. Notification of a change in voting representative shall be made to the Chairperson of the Executive Committee prior to the meeting. Each member library is allowed only one vote regardless of how the vote is cast. Votes may be conducted by electronic means.

IV. g second paragraph – added last sentence

The Chair shall be responsible for creating the meeting agenda and its distribution.

IV. h – added “within one week”

The Executive Committee Officers shall be elected by a majority vote of the Executive Committee. The term of office shall be one year, to commence on July 1. An announcement of the newly elected officers will be sent to the membership within one week following the election.

V. – Added **Committees** to title.

V. – Added last paragraph

Appropriate subcommittees and/or task forces under each committee may also be formed at the recommendation of the membership and approved by the Executive Committee. These subcommittees, generally, will be composed of members of the larger committee.

Rebecca made the motion to accept the proposed by-laws changes. Sue L. seconded the motion. The motion was approved.

The following terms on the Executive Committee will be expiring on June 30- Cathy Dame and David Doennig. Sue L. and Terri's terms will expire in 2015 and Karen's in 2016.

Sue S. and Steve volunteered to be nominated to the Executive Committee. Eva made a motion to accept their nominations to the Executive Committee. Rebecca seconded the motion. The motion was approved.

Committee Reports –

Cataloging

There is a question concerning how Meta Record Holds work so that a hold could be placed for a title and any format available would be placed on hold to fill the request. Mobius staff will check into how this is done.

There were questions concerning the “age protection” attribute not always working. Blake reminded the members that age protection began at “active” date and not “created” date.

Not all members had received the “Cataloging Policy” – Cathy will resend the document. The members will approve the policy at our July 3rd meeting.

Marketing/Public Relations

Sue L. reported that the Marketing committee has not met at this point but the committee will be looking at funding and how to best bring in new libraries.

Barbara R reported that funding is always in question. Currently the State Library provides \$271,000 in funding for new libraries migrating costs and the Mobius staffing. The LSTA money is based on bringing in at least 9 new libraries. A new contract with Mobius will be due on September 1. Barbara reminded the group that funding from the State Library is dependent on the Secretary of State and the Federal Government (LSTA appropriations).

Barbara also suggested that the Executive Committee provide a liaison with Carl W at the State Library. Carl could help with marketing and public relations development.

Carl will follow-up today’s discussion with the Marketing Committee. He hopes that a long range plan will come out of the Marketing Plan.

As a help to the Marketing/PR Committee, Cathy reported that the migration process is becoming much easier for new libraries.

Steve commented that one concern of the committee will be to try to alleviate the fears of non-Evergreen member about our system.

Materials Handling Committee

Karen reported that the Materials Handling Committee has met and created a “Materials Handling Best Practices” document. This was handed out to the members. Karen will send the document to the group and they may comment and send suggestions to Karen for the committee to revisit.

OPAC Committee

Most of the concerns are patron driven complaints.

- Create a Kids Catalog - This is available. Replace "Opac" in the catalog address with "kpac" and there is a child friendly subject browsing with pictures for subject headings. The listings under each subject are only those in the library's holdings.
- Ebooks and Playways – patron would like an icon for these item types. This is available with the 2.6 upgrade. Patrons will see both an icon and text.
- For playaways – it would be good if libraries would put "ear phones required" in the record.
- Hold restrictions – 1st in 1st Out system is used for age based holds
- Possible rewording of the "Hold Message"
- It was suggested that each library set their catalogs to search their own holding before doing a consortium search.

MOBIUS report

Justin and Blake reported that they are ready to upgrade the system to 2.6. They will begin the process on Tuesday, June 24th, after all libraries close. Libraries are to expect the system to be slow on the following Wednesday until all of the processes are finished running. A list of enhancements will be sent out to alert staff members. Staff clients should not be affected but they will be monitoring this.

Donna will be making a presentation to MPLD later in the day.

Debbie is still out on sick leave but should be return the beginning of June.

Dave thanked the members for attending the meeting.

The meeting was adjourned.

Respectfully submitted,

Karen Hayden, Secretary

**Missouri Evergreen Consortium
Minutes
April, 3, 2024 ME conference call**

Representatives were present from the following libraries: Poplar Bluff, Webster County, Doniphan-Ripley, Carthage, Webb City, Scenic Regional, Washington Public, Sullivan, Ozark Regional, Missouri State Library (Carl Wingo and Barbara Reading) and Mobius (Blake, Debbie and Justin), Little Dixie Regional Libraries

Terri York called the meeting to order at 9:00 via "gotomeeting"

Motion was made by Steve Campbell and seconded by Keith Housewright to approve the minutes of the last meeting. Motion carried.

Cataloging Committee report: Presented by Cathy Dame. The Cataloging committee met at the State Library on April 2, 2014. Those in attendance were: Keith Housewright (Ozark Regional), Sue Szostak and Shon Griffin (Poplar Bluff), Carol Bunton (Washington Public), Ruth Lord (Scenic Regional), Blake Henderson and Debbie Luchenbill (Mobius) and Cathy Dame (Lebanon-Laclede County).

Accomplishments:

- We set priorities of e-resources, large print, audiobooks and paperbacks for clean-up. They were divided amongst the committee. We will work with Blake for excel lists to begin working. Debbie will set up the necessary permissions. A contact for the cataloger at each library will be needed.
- We established a required training. All current member library catalogers must complete the Idaho ABLE training by the June 2014 MPLD meeting. All new libraries will be required to have completed the training prior to Debbie conducting Evergreen training. For now, it is Idaho ABLE but we will be constantly looking at other training. If the cataloging staff took part in the Info People training provided by the Missouri State Library, it will be counted as the required training. If the cataloger would like additional training, they are welcome to complete the Idaho ABLE training, as well.
- Ruth Lord presented a very good list of trainings/tips for cataloging, circulation, reports, etc. We discussed some additions to the list. Debbie will post this resource to the Evergreen website.
- The committee is compiling a list of recommended MARC minimums for all formats. These will also be posted to the website.
- Basing our new policies/procedures on SCLends, we completed 4 of 7 pages. We discovered as we worked through the policies, that there several changes that we would recommend to the Executive Board for our current Bylaws.
- The next meeting will be a conference call on April 23rd. Our intention is to complete the policies/procedures and create a list of recommendations to the Executive Board for Bylaw changes.

Discussion following the Cataloging Committee Report:

- Libraries should begin the migration process as soon as they sign the MOU
- The list of tasks necessary for the migration will be put on the web page to help incoming libraries
- It was reported that Backstage does not fix books that do not match the match necessary match points. Only 5-10% of books do match.
- The cataloging committee will setting up specific member library staff to contact for members with specific item type cataloging problems.
- Prior to migration – incoming libraries should be trained to catalog on the system.

The cataloging committee would like contact information for all catalogers. Please send that information to Cathy Dame (cdame@lebanon-laclede.lib.mo.us).

All catalogers will be asked to take the Idaho Evergreen Cataloging training. Links to the all training should be on the web page.

Cataloging tips should be on the web page.

Changing to MOU to specify catalog training may need to be included.

MOBIUS – EVERGREEN STAFF REPORT

- Debbie report that the staff attended the Evergreen Conference in Massachusetts and it was very good. They did a lot of sharing.
- Blake attended the Code For Libraries Conference. This conference concerned writing library code, designing software and other open source issues.
- Ironton Library (Ozark) and Sullivan Public will go live in April. Sikeston Public in July.
- Blake has been working with the Missouri Libraries to Go records. He has been working to de-dup the records. The fix has not gone "live" at this time because Blake is working on a way to reverse the process if there are problems.
- Debbie will be having hip surgery and will unavailable in May. Please send help desk questions and problems to help@mobiusconsortium.org or call 877-312-3517.

OLD BUSINESS

Terri asked if anyone had comments about packaging materials. There was not discussion. Information concerning the packaging will be sent out on the list for all libraries information.

Cathy reported that Bookwhere is working well for her library. At this point writing a grant for Bookwhere is a low priority. The State Library is committed OCLC and World Cat.

NEW BUSINESS

Terri suggested that a Material Handling Subcommittee be formed. This committee would make recommendations for billing of lost materials, packaging of materials, courier issues, claimed returns,. It was decided that this subcommittee will become part of the Circ Committee. Karen Hayden will recruit volunteers. Diane Disbro has been volunteered.

Sue Szostak recommended that a Resource Sharing Committee be formed. If anyone is interested in being on that committee. Contact David.

An OPAC Committee will be formed. Steve Campbell (Scenic) will be chair. Mark Smith (Sullivan) and Shannon Mangrum (Poplar Bluff) will serve. This committee will look at the catalog from staff and patron perspectives.

Debbie reported she will post to the website the tasks for new consortium libraries prior to implementation so that as soon as a library signs an MOU, they can begin to prepare their collection for the migration.

Meeting was adjourned at 10:51.

Next meeting – May 1, 2014 – 9:00 AM

MO Evergreen Member Meeting

March 6, 2014

Attendance: Carrolton Public Library (Sue Lightfoot), Cathage Public Library (Julie Yockey, Darcy Wood,), Howard County Library (Chris Kloeppel), Lebanon-Leclède (Cathy Dame), Little Dixie Regional Libraries (Karen Hayden), Poplar Bluff Public Library (Sue Szostak), Scenic Regional (Steve Campbell), Stone County (David Doennig), Sullivan Public Library (Mark Smith), Washington Public (Jackie Hawes), Webb City (Jake Johnson), Webster County (Terri York), Debbie Musselmann, Barbara Reading, Debbie Luchenbill, Justin Hopkins, Blake Hutchinson

David Doennig, Chair, opened the Evergreen meeting.

David asked for a report from the Cataloging Committee. Cathy Dame reported that the committee has studied the South Carolina LENDS cataloging policies and procedures and recommended the committee look very closely at these policies for MO Evergreen. She forwarded the links to other Evergreen consortiums to MO Evergreen members to look at and think about as policies for MO Evergreen. The Cataloging Committee will meet the week of March 17th to go through the policies and make recommendations to the membership.

There was no report to from the Financial Committee.

The Strategic/Long Range Planning/Marketing Committee has not met.

Cataloging Issues

David asked MO Evergreen staff if Backstage is helping us fix our cataloging problems. Blake stated that he is ready to make the fixes for the electronic records in the catalog and links will be created in the catalogs of those libraries that are member of Missouri Libraries 2 Go. The MOLib2Go script will continually update records. This fix should also fix the electronic records of libraries contracting directly with Overdrive but will have to be done on an individual basis. They are also working with OneClick Digital records and other records with 856 lines to get them loaded correctly but is another project. Blake should have this fix made very soon.

Everyone is reminded to please respond to requests from Evergreen staff to help with fixes and other requests. The staff needs our help to make needed changes and fixes. If you have not been getting reports or messages or are not on the Evergreen list check with Evergreen staff to be sure that you are members on the list.

Cathy discussed large print records being tagged to regular print edition records. This will be a big project to fix. Catalogers are reminded to make sure that they only have one correct ISBN number in their bib record.

Debbie suggested that a possible way to eliminate some cataloging problems will be to require libraries as they get ready to load their records to use Backstage to correct and identify errors. Backstage looks at call numbers, circ modifiers, shelving locations, ISBNs or other record information. Evergreen staff believes that Backstage is helping us to move in the right direction.

Barbara Reading asked about our policies and procedures are concerning Backstage.

Debbie will look at our By-Laws to see who has authority to make decisions about policies and procedures. Who makes the decisions, Executive Committee or entire MO Evergreen membership?

Cathy said that the Cataloging Committee will look at policies and how they relate to Backstage questions. Cathy said that training (either online or classroom sessions) will be required for cataloging staff.

Terri made a motion to allow Evergreen staff to proceed with needed changes for MOLib2Go records, deleted records restored, and dups merged. Sue Seconded the motion. A roll call vote was taken and all 11 libraries represented voted for the motions. No libraries voted no.

Missing & Lost items were discussed. Terri made a motion that “lost” items will be not be visible and not holdable and “missing” items will be visible but not holdable. Cathy seconded this and the motion passed. All libraries agreed.

“In Transit” items were discussed. Member libraries are asked to not use tape on items – just put the transit slip in the item or use rubber bands. DVDS or items in cases have gotten damaged and we should use some way to protect the cases and items. Either bubble wrap or some kind of cardboard protection might be used. It was suggested that periodicals be placed in a mailing envelope to protect the periodical.

Terri made a motion that we establish a “Best Practices” policy & procedures list for materials in transit. This was seconded by Steve. All member libraries approved the motion.

Webster County reported that they would share their setting for printing receipt slips that seem to work well for them.

Terri made a motion that the membership will meet each month on the first Thursday of the month via web conference except in June and December when we will meet in person. Cathy seconded this and all member libraries approved.

Respectfully submitted,

Karen Hayden

Secretary

