Evergreen Indiana Library Consortium

Executive Committee Meeting

Draft Agenda

October 8, 2024, 12:00 pm CT / 1:00pm ET
Morgan County Public Library

Remote participation link: https://us02web.zoom.us/j/82253607443

I. Call Meeting to Order
II. Roll Call
III. Approval of Agenda
IV. Approval of the Minutes from
    A. August 13, 2024
V. Indiana State Library Report
    A. Membership Updates
    B. Regional User Groups
    C. Vendor Updates
        1. MessageBee
        2. Aspen
        3. LibraryIQ
        4. Data Axel
        5. Marcive
    D. 3.13 Upgrade
    E. Evergreen Server Hosting
    F. Special Projects
VI. Fiscal Report
    A. 2024 Balance Sheet
VII. Training Report
VIII. Subcommittee Reports
    A. Cataloging
    B. eContent
    C. Patron Services
    D. Strategic Plan
IX. Unfinished Business
    A. Voice Notifications
    B. Local Administration Refresher
X. New Business
    A. Evergreen Indiana Bylaws Update
    B. Aspen Subcommittee
    C. Cataloging Policy Update
XI. Next meeting: 1 PM EST / 12 PM CST, December 10 at [location]

AUGUST MINUTES

Evergreen Indiana Executive Committee Meeting
August 13, 2024, 1:00 p.m. ET/12:00 p.m. CT

I. Call Meeting to Order

    A. Brandy Graves, Chair, called the meeting to order at 1:00 p.m. ET

II. Roll Call and Welcome

    A. Committee Members attending:
1. Lori Durbin, Greensburg-Decatur County Public Library - Online
2. Brandy Graves (Chair-elect), Shelby County Public Library
3. Krista Ledbetter, Morgan County Public Library
4. Winnie Logan (secretary), New Castle-Henry County Public Library
5. Stephanie Rawlins, Pike County Public Library - Online
6. Jayanne Rumple, Montezuma Public Library
7. Trista Smith, Newburg Chandler Public Library - Online
8. Nicholas Stephan, Garrett Public Library

    B. Non-Voting Members attending:
1. Courtney Brown, ISL
2. Britta Dorsey, ISL - Online
3. Jacob Speer, ISL - Online

    C. Other Attendees
1. Stephanie Asberry, ISL - Online
2. Christi Morgan, Orleans Public Library - Online
3. Monica Riley, Jackson County Public Library (Cataloging Committee) - Online
4. Jess McAlister, Jefferson County Public Library (Patron Services) - Online
5. Jeremy Murray, ISL - Online
6. Anita Brown, Kendallville Public Library - Online
7. Megan Adams, ISL

III. Approval of Agenda

    A. Ledbetter made a motion to approve the agenda. Logan seconded the motion. The motion passed.

IV. Approval of the Minutes

    A. Ledbetter made a motion to approve the February, April and June minutes with a second by Rumple. Motion passed.

V. Indiana State Library Report

    A. Migrations

1. The Owensville Public Library is in the final stages of migration currently. Their go-live date is August 27. Community members have been invited to attend their staff in-service day on the 26th in preparation for the launch date on the 27th.
2. The Jasonville Public Library migration is currently stalled due to a lack of supplies. They are re-barcoding their entire collection and there was recently an issue with InfoExpress not delivering their supplies.

B. Regional User Groups
   1. There are seven regional user groups scheduled for September/October. At this point, registrations are still low, but it is still early and more registrations are expected as we get closer to the dates.
   2. User groups discussions will include the 3.13 upgrade, Apen updates and a roundtable discussion based on the interests of the attendees at each location.
   3. The user group meetings will be worth 2 LEUs and attendees will have the opportunity to go to lunch together after the meeting.

C. Aspen Discovery
   1. Over 100 admin accounts created. Some libraries have done quite a bit of customization and some libraries will be using Aspen as their main website.
   2. Brita has been working with libraries on an individual basis to sideload e-records into the Aspen catalog. Libraries who would like to have their e-records sideloaded should submit a helpdesk ticket.

D. LibraryIQ
   1. LibraryIQ is very interested in working with an Evergreen Indiana library to show how their products can be used to make better decisions. The end-goal is to create a case study on how data has helped libraries. If there are any libraries who would be interested in working with them, they should reach out to Courtney to make the connection with LibraryIQ staff.
   2. There are upcoming LibraryIQ training sessions coming up in the next few months. These trainings will be presented by LibraryIQ staff.

E. Notifications - MessageBee
   1. A contract has been signed with MessageBee for text notification of holds. Although MessageBee does not need the carrier to send the messages, the Evergreen system does need that information to be selected when placing holds.

F. 3.13 Upgrade
   1. The 3.13 upgrade is scheduled for November 23-24. New features webinars are scheduled for October 23 and 24. Registration will be announced in the weekly update.

G. Special Projects
   1. There are currently 71 fine free libraries and 90 auto renewal libraries.

VI.   Fiscal Report
   A.   Expenditures are at $340,138.84 year to date which is 69% of the total budget. The larger expenditures on this report include the ECDI membership fee and the strategic planning consultant fees from Carson Block.
   B.   Approximately $11,800 in passthru monies are still outstanding. All of the libraries with outstanding invoices have been notified and hopefully those funds will be received soon.

VII.   Training Report
   A.   Welcome to Evergreen Indiana Moodle course has been updated. This is a good introduction to new staff members
   B.   There are several webinars scheduled for the next few months. Some of these webinars have been split into two parts to better cover important topics.
   C.   The 3.13 new features webinars and Local Admin and Cataloging refresher training sessions are now scheduled. Ideas on what to cover in the Local Admin refresher should be shared with Dorsey for upcoming trainings.
   D.   Training for the Owensville Public Library has begun in preparation for their go-live.
   E.   The glossary on the knowledge base is being extended. Work continues on updating Acquisitions. Also work is being done to build a MARC knowledge base.
   F.   The Catalog cleanup project is ongoing. This includes sideloading various resources in the Aspen catalog.
   G.   A request was sent out for libraries to look at their report templates and delete any that are no longer used. Also, Dorsey requested to be notified of any templates that are being used on an account that has expired so that they can be transferred to another active account.
   H.   The permissions project is basically completed. The last thing to be completed is to add the depth/grantable checks.
   I.   Weekly newsletter updates are being sent out each Friday. Members of the EC expressed their appreciation for these newsletters.

VIII.   Subcommittee Reports
   A.   Riley reported that the most recent cataloging committee lacked a quorum, so there is not much to report on. Since the beginning of the year, the committee has voted to make several changes to the policy. They are expecting to have one more vote on changes at the October meeting which will then be presented to the EC for approval at the October EC meeting.

   B.   Ledbetter reported that the eContent committee reviewed the database renewals. Usage is not as high as would be liked, particularly the Data Axle database. They will be monitoring the use and encouraging marketing of the databases and will consider not renewing databases that have low usage. A recent poll was sent out about interest in the Excel High School. Only 2 libraries were interested and as a result the committee decided not to pursue it.

   C.   McAlister reported that the Patron Services Committee is still working on the "clean slate" language as well as looking at the Circulation Procedures Guide and continuing to update the guide. The committee is considering a new circulation modifier, but it is not yet ready to be submitted for approval.

D. Brown reported that the Strategic Planning Committee is still working with consultant Carson Block on the strategic plan. They are approximately halfway through the process. They plan to launch surveys in September targeting Evergreen libraries, patrons and non-patrons. Brown's top priority is the Evergreen libraries. The steering committee will be meeting in the next few weeks to discuss how to reach patrons and non-patrons. Carson will put together a video and infographic explaining the process which should go out to the community in the next few weeks. The surveys should wrap up by the end of the year and Carson is planning to be in Indiana for in-person visits after the first of the year. At this point, the strategic plan should be completed mid-2025.

IX. Unfinished Business
   A. Welcome New Members and Committee Elections
      1. Brown welcomed new EC members, Trista Smith (Class A) from Newburgh Chandler Public Library and Stephanie Rawlins (Class B) from Pike County Public Library.
      2. She reported that Sarah Wallace Moon (Class C) from Alexandria Monroe Public Library had submitted her resignation from her library as well as the EC. According to the bylaws the vacancy will need to be filled by appointment.
      3. After discussion regarding the terms of current members and the need for the chair-elect to have at least 2 years left in their term, Smith volunteered to be the chair elect. Logan volunteered to fill the position of secretary. Graves called for a motion to accept Smith as chair-elect and Logan as secretary. Ledbetter made the motion and it was seconded by Rumple. Motion passed.
   B. Brown presented the West Lafayette Public Library library card proposal for approval. Rumple moved to accept the proposed design, Durbin seconded. Motion carried.
   C. Brown presented the 2025 Budget Proposal for approval. Logan made a motion to approve the budget as presented. Ledbetter seconded the motion. Motion passed.
X. New Business
   A. Class C vacancy appointment
      1. Stephan confirmed that his term on the board ended June 2024. He stated that he is willing to serve another term. Ledbetter made a motion to appoint Stephan to the vacant Class C position. Rumple seconded the motion. Motion passed.
   B. MessageBee voice notifications
      1. Brown reported that we are currently using MessageBee for the text notifications and this may be a good solution for the voice notifications as well. It is important that the current server being used for voice notifications be replaced sooner rather than later. There is a server that could be utilized for this purpose, but it would cost approximately $15,000 in staff time and consultant fees to build a new version for production. Once this is completed there is the ongoing cost in terms of maintenance by J. Murray which is approximately $12,000-$14,000 per year. The MessageBee model is based on credits. EI currently makes 262,000 calls per year. The cost to purchase 400,000 credits from MessageBee is $20,000. Committee members discussed the possibility of researching alternative vendors to ensure the best cost savings possible. Murray did express that it would be beneficial to move to a new service as soon as possible due to the age of the current server. Ledbetter made a motion to pursue getting another quote for voice notification services to be presented to the EC as soon as possible by electronic vote with the stipulation that in the event the current server becomes inoperable, the voice

notification system would be moved immediately to MessageBee. Smith seconded the motion. Motion passed.

2. Danville Public Library has submitted a new library card proposal for their student cards. Ledbetter made a motion to approve the proposal seconded by Rumple. Motion passed.

3. Membership Applications
   a) The Edinburgh Wright-Hageman Public Library has submitted an application for membership to Evergreen Indiana. They are a class C library using AVC as their ILS. Because of their ILS, they will need to recatalog their entire collection.
   b) Ohio County Public Library has submitted an application for membership to Evergreen Indiana. They are a class C library using Follett Destiny as their ILS. They understand that the process for their migration would not begin until 2025.
   c) Durbin made a motion to accept both applications for membership. Stephan seconded the motion. Motion passed.

4. Announcements
   a) The next meeting will be October 8. A location needs to be determined for this meeting. Ledbetter offered to host the meeting.
   b) Rawlins shared a request to include a section in the newsletter sent out by Dorsey on what Evergreen Indiana staff members are working on.
   c) Rawlins brought up a question about user profiles and what committee would be responsible for updating user profiles. Brown explained that any suggested changes should be submitted to the Patron Services Committee. Any recommendations for changes that they would make would then be sent to the Executive Committee for approval. Dorsey mentioned that this has already been a topic for discussion at the Patron Services Committee meeting.
   d) Rawlins raised a concern about libraries using the Aspen Catalog as their website and creating additional pages and the need for developing rules/guidelines for creating new pages. This has been a topic of discussion for the EC in the early stages of going live with Aspen. This will be added as an agenda item for the next meeting.
   e) Rawlins asked a question about looking into changing the procedure for sending invoices to Evergreen libraries for fees owed when they are small amounts. This will be looked into and may need to be changed in the bylaws.
   f) Motion to adjourn the meeting was made by Stephan and seconded by Rumple. Motion passed.