

INDIANA LIBRARY AND HISTORICAL BOARD
February 12, 2010
Indiana State Library
Room 401

I. CALL TO ORDER AND INTRODUCTIONS

The Business meeting of the Indiana Library and Historical Board was called to order by Mr. Bob Barcus at 10:05am. Board members present were, Mrs. Carol McKey, Mr. Jeff Krull, Dr. Tom Hamm and Mr. Jon Myers. Also present were, Roberta Brooker, Director of the Indiana State Library and Pamela J. Bennett, Director of the Indiana Historical Bureau.

Others present were:

Jim Corridan, Deputy Director, State Library
Liz Schoettle, Associate Director, State Library
Ron Rose, State Library
Jake Speer, State Library
Catherine Lemmer, State Library
Mike Peters, State Library
Armisha Paxton, IUPUI Student
Carol Graham, State Library

II. INDIANA LIBRARY AND HISTORICAL DEPARTMENT BUSINESS

2-1-10 Minutes The minutes of the December 11, 2009 meeting were presented for approval. Mr. Krull moved and Dr. Hamm seconded:

THAT THE MINUTES OF THE DECEMBER 11, 2009 MEETING BE APPROVED AS PRESENTED.

Motion passed.

The minutes of January 15, 2010 meeting were presented for approval. Mrs. McKey moved and Dr. Hamm seconded:

THAT THE MINUTES OF THE JANUARY 15, 2010 MEETING BE APPROVED AS PRESENTD.

Motion passed.

2-2-10 Building Ron Rose reported that everything was going well in the building.

III. INDIANA STATE LIBRARY BUSINESS

2-3-10 Personnel Report Ms. Brooker presented the personnel report for approval. Dr. Hamm moved and Mrs. McKey seconded:

TO APPROVE THE PERSONNEL REPORT AS PRESENTED.

Motion passed

2-4-10 Financial Report Ms. Brooker presented the financial report for approval. Mr. Myers moved and Mr. Krull seconded:

TO APPROVE THE FINANCIAL REPORT AS PRESENTED.

Motion passed.

2-5-10
Director's
Report

Ms. Brooker reported that at the COSLA meeting in Boston IMLS announced that the 2010 LSTA grant allotment reflect a 1.5 million dollar increase over last year. In addition, this years award will include a distribution of funds returned by states from allotments from several prior years. In the past the returned allotments were returned to the Treasury, but this time it is going to be reallocated to the states. Indiana will receive \$60,000.

Ms. Brooker reported that the Inspector General's office will start moving in on February 18 and 19.

Ms. Brooker reported that the State Library was selected as one of 49 libraries to participate in a government spending pilot project. The library will begin receiving bibliographic records or federal documents. This could potentially save a lot of money if the project continues because right now the library out sources with a vendor, Marchive, to receive the bibliographic records. The State Library is hoping that this project is successful.

Ms. Brooker stated that the library has started working with the Humanities Council on a program they call Novel Conversations. The Humanities Council has purchased chunks of books of the same title that they distribute to book clubs. The State Library is going to partner with the Humanities Council so that the public libraries will have access to that same material this year. The Humanities Council was also interested in starting a large print collection to have materials to send out to book clubs needing larger print books. Since the State Library already has a collection of large print material, the library is going to partner with the Humanities Council to get the material circulated.

Ms. Brooker reported that she had been contacted by the Census Bureau stating that they want to set up a questionnaire assistant center in each public library in Indiana. The Census Bureau asked Ms. Brooker to mandate that every public library participate. Ms. Brooker stated that she would encourage the public libraries to participate but that she could not mandate that they participate. Mr. Myers moved to adopt a resolution encouraging local library districts to cooperate with the federal census people to make sure there is an accurate count of the people in the state of Indiana. Dr. Hamm seconded:

TO ADOPT A RESOLUTION ENCOURAGING LOCAL LIBRARY DISTRICTS TO COOPERATE WITH THE FEDERAL CENSUS PEOPLE TO MAKE SURE THERE IS AN ACCURATE COUNT OF THE PEOPLE IN THE STATE OF INDIANA.

Motion passed.

2-6-10
Outreach &
Access
Services

Mr. Corridan reported that Indiana is working on the Bicentennial and the State Library is a partner in the state Bicentennial process.

Mr. Corridan stated that the State Library is getting more involved with working with the Department of Education on school library issues. The State Library views school libraries as an important partner in the whole library segment and they are getting devastated at the moment. The President in his budget is eliminating federal grant programs for school libraries. The school corporations have eliminated about half of the media specialists in Indiana based on their membership. About three years ago the issue was raised to media specialist explaining that they had miss branded themselves by using media specialists versus school librarian. If an administration of a school district talked about eliminating a school librarian there would be much more of an outcry than eliminating a media specialist. There is a meeting planned to discuss that issue.

2-7-10
Evergreen

Mr. Corridan reported that Mr. Krull had sent a list of questions concerning Evergreen Indiana. Mr. Krull explained his objective was to get a handle on the future of Evergreen Indiana and if it is a project each local library should be investigating.

- 1) What is the overall goal of Evergreen Indiana? Help libraries afford an ILS? Promote resource sharing among libraries? Both? Other?

The goals of Evergreen Indiana are to provide an affordable high quality ILS to Indiana libraries and promote cost effective resource sharing among Indiana's libraries. The Evergreen ILS currently provides an administrative/reports module, circulation module, cataloging module and acquisitions module. The serials module and additional features in the acquisitions module are in development. In addition, Indiana programmers have developed a credit card payment module and are in the process of completing a telephone module that will generate phone calls to patrons when items are due or requested items available for pick up on the hold shelf.

Evergreen Indiana promotes cost effective resource sharing because the process is patron initiated and uses the InfoExpress delivery system. In 2009, there were approximately 85,000 "I ASK" Share Program interlibrary loan transactions completed. In 2009, the patrons of the 53 member libraries live on Evergreen generated approximately 85,900 "intra-Evergreen loans." The numbers are interesting in that they are almost parallel despite the difference in size and time of use of the two programs. In 2009 there were approximately 200 libraries active for the entire year in the Share Program Evergreen started 2009 with only 18 libraries live on the system. The comparison shows that the Evergreen libraries are engaged in more resource sharing. In addition, the Evergreen transactions are more cost effective because the transactions are patron driven thereby eliminating library staff time to locate the desired item and process the request at both the lending and borrowing library.

Mr. Corridan noted that using Evergreen Indiana rather than OCLC for resource sharing is more cost effective for the State Library. The State Library is currently paying OCLC approximately \$150,000 a year for the Share Program, in addition to paying roughly another quarter million dollars a year in staff time and other miscellaneous costs. If these transactions could be pushed through Evergreen Indiana there would be a substantial cost savings for the State Library as well at the local level as it takes the State Library and local library out of the middle of the transaction. Further, with Evergreen the library gets more than just an interlibrary loan fulfillment program; that is, the library will have an ILS and online OPAC for its patrons.

Mr. Krull asked if every library in the state would have to be in Evergreen if interlibrary loan transactions were done exclusively via Evergreen? Mr. Corridan reported that there are two pieces that the State Library is working on. First, if every library in the state was on Evergreen it would make OCLC unnecessary except for out-of-state requests; and two, for the libraries that are not on Evergreen, the State Library is working with the State of Ohio and 9 other states in a multi-state resource sharing consortium to develop a piece of fulfillment software that will interface with existing ILS systems

Mr. Krull then asked about lending parameters and expressed concern that smaller libraries will deplete the larger library's materials. State Library staff explained that Evergreen has built-in flexibility because each library may choose from one of three lending periods for each item type. Libraries may also have certain special collections that do not circulate. For example, genealogy, reference and other special collections. Libraries are not required to circulate these materials if they had not done so prior to joining Evergreen. In addition, new items are protected from holds from patrons at other libraries for six months.

State Library staff also reported that the hold and transit reports for 2009 indicate that most of the member libraries are lending about the same number of items they are borrowing. Georgia also reported similar results.

- 2) Are all Evergreen libraries required to loan materials to each other's patrons? Any compensation for net lenders?

The system is set up so that all the libraries that join the consortium do loan materials to each other. As explained earlier, new items are not available to patrons of another library for the first

six months. There is no compensation for net lenders.

Libraries joining Evergreen sign a membership agreement and a code of ethics. Once the Executive Committee approves the library's membership, the agreements are countersigned by the State Library and Executive Committee. The Executive Committee is a nine member committee elected by the member libraries. Representation on the committee is based on library classification with three members representing Class A, Class B and Class C libraries, respectively. There are also non-voting members that represent the State Library, AIME, ADOLPLI, the Special Library Association and the Academic Libraries of Indiana on the committee. Sub-committees such as cataloging, circulation and technology also help develop policy.

What is the cost of running Evergreen? Hardware, software development, telecommunications, documentation, staffing, accounting, etc.

There was a one time capital expense for hardware, a one time expense for software, supplies and conversion costs, and there have been multiple years of annual technical support costs. The funds are a mix of state funds and federal funds. \$300,000 was allocated over the last two years out of LSTA funds. The balance has been state funds.

The State Library also covers the one time costs associated with migrating a library to Evergreen: conversion costs, rebarcoding, if necessary, replacement library cards and training. The conversion cost are basically what was paid to Equinox Software, Inc. for expenses related to converting the data and loading it into the Evergreen. The State Library recently hired Bob Jackson to work with Mike Peters on conversions. Mike Peters successfully migrated two libraries in December. The ability to migrate libraries in-house should cut conversion costs down to less than \$25,000 a year, or more than 90%. There is no expectation of weaning Evergreen off LSTA funding any time soon. At this time, there is no expectation that the libraries will be asked to pay membership fees.

3) Is Evergreen infinitely scalable?

Scalability was an important factor in selecting Evergreen. The Georgia Pines Library System currently has 240 libraries serving 2.3 million patrons with a catalog of over 10 million items. In 2008, the Georgia Pines Library System had over 15.9 million circulations.

The 58 Indiana libraries currently using Evergreen serve over 628,000 Indiana residents and are pacing at 6.5 million circulations for 2010. The shared database has over 2.1 million bibliographic records and over 3.5 million items. When all are migrated in 2010, the current 72 member public libraries in Evergreen Indiana will serve over 723,600 Indiana residents.

4) How much does it cost to be a member of Evergreen? Upfront? Annually?

At this time, there are no membership or licensing fees for the member libraries. In addition, the State Library covers migration, rebarcoding, if necessary, training and replacement library card costs. A library may have local internal costs if it chooses to replace equipment such as workstation PCs, scanners or receipt printers or add additional delivery days. Libraries are not required to upgrade equipment but some have chosen to do so as part of normal operating costs.

Is Evergreen available only to public libraries? In Georgia and Indiana only public libraries are using Evergreen. There are some academic libraries using Evergreen in British Columbia, Ontario Canada, and there are a few academic consortiums in the US using Evergreen.

5) Does "open source" mean that member libraries can modify the software to suit specific needs?

Evergreen is an open source ILS developed in 2004 by programmers working for the Georgia State Library and Georgia Pines Library System. As an open source product users are technically able to modify the product and there are libraries in other states and countries that do modify the product to meet their specific needs. However, unless the code modifications are submitted and approved the development is not supported in the event there are functionality or incompatibility issues. Currently the Evergreen community has a robust development group that develops and submits code that is incorporated into the shared code version. Such developments are supported by Equinox, the founders of Evergreen, and available to any Evergreen user. This prevents “forking,” of the software which may undermine functionality of a new development.

Evergreen was established by the Georgia Public Library System which is governed by the Georgia Board of Regents. Indiana and the other larger users are investigating moving the software and related assets to a non-profit foundation. Ultimately the software will be owned by this foundation which is typical of an open source software projects.

- 6) Is there a national Evergreen users’ group? A state users’ group?

Yes. Indiana has an annual meeting for the Evergreen Indiana membership. This year the meeting will be held in Indianapolis. There is also an international annual meeting for libraries using Evergreen. Last year the meeting was in Athens, Georgia; the 2010 meeting will be in Grand Rapids, Michigan; and the 2011 meeting in Texas. In addition, there are a number of catalog and circulation roundtables held around the state that libraries attend to learn about new developments and share solutions.

- 7) Are there plans to expand to academic, school, & special libraries?

School, academic and special libraries have expressed interest in Evergreen. Evergreen Indiana is currently working with the Department of Corrections libraries on a pilot project. A pilot for K-12 school libraries is also under discussion.

The State Library will migrate to Evergreen in the spring of 2010. The State Library will save about \$60,000 a year from the termination of the SIRSI contract. In addition, the exposure to the ISL collection will be dramatic compared to what it is now as Evergreen’s more than 600,000 patrons will have the ability to view the collection via Evergreen.

- 8) Can OPAC “overlay” products like Aqua Browser be used with Evergreen? In general, how do third party vendors interact with Evergreen? For example, providers of self checkout systems and OPAC overlays?

Technically yes. Many Evergreen Indiana libraries are successfully using third party vendor products in connection with Evergreen. For example, print management, self check and pc reservation products. Evergreen Indiana’s growth is such that third party vendors are now approaching Evergreen with inquiries about developing compatibility. For example, Novelist.

- 9) Can a library that does not have an electronic catalog system become a member of Evergreen?

Yes. In 2009, five libraries that did not have previously have an ILS cataloged their collections into Evergreen and are now live on Evergreen. An additional three libraries are currently cataloging their collections and will go live in 2010. To date, these libraries have cataloged approximately 95,000 items. The ISL provided catalog training and a monetary grant to assist each library. These eight previously non-automated libraries serve over 26,000 Indiana residents.

2-8-10
Public
Services

Ms. Schoettle presented for adoption a change of the circulation date for circulated materials. The State Library would like to change the date that items circulate from 1930 up to 1975. There are many very valuable items in the collection that are being circulated that the library may have only one copy, or there may be two copies but are very rare. Looking at circulation policies from other state libraries helped to determine that date. Dr. Hamm moved and Mr. Myers seconded:

**TO ADOPT A CHANGE OF THE CIRCULATION DATE FROM 1930 TO 1975.
Motion passed.**

Ms. Schoettle presented for adoption the Donation Policy. It was originally adopted on February 14, 2003 with reference to the Library and Historical Board Foundation. Ms. Watson, legal council for the state library, has developed a new policy for Donor Record and Deed of Gift, and Donor Record for Monetary Gifts removing all reference to the Library and Historical Board Foundation. Ownership of the materials is more specific on the new policies. There was concern by the Board that the gifts of real property can only be accepted with consent of the majority of the State Library and Historical Board, but the disposal of gifts of real and/or personal property are accepted with the understanding that the gift may be sold, given away, or otherwise disposed of at the discretion of the Library. They are concerned that if the Board has to approve the acceptance of the gift they should also be consulted on the disposal of the gifts. It was agreed that the policies be reworded and presented at the next Board meeting.

IV. HISTORICAL BUREAU BUSINESS

The Director's report is made a part of these minutes.

2-9-10
Financial
Report

Miss Bennett presented the financial report for approval. Dr. Hamm moved and Mr. Krull seconded:

**TO ACCEPT THE FINANCIAL REPORT AS PRESENTED.
Motion passed.**

2-10-10
Marker
Program

Miss Bennett presented for approval the text for the Tony Hulman Marker with the understanding that there could be textual changes. Mr. Krull moved and Mr. Myers seconded:

**TO APPROVE THE TEXT FOR THE TONY HULMAN MARKER WITH THE
UNDERSTANDING THAT THERE COULD BE TEXTUAL CHANGES.
Motion passed.**

Miss Bennett presented for approval three Board Policies that have been updated to meet the vision for the Historical Marker Program.

- 1) American Indian Markers Policy
- 2) Cemetery Heritage Initiative Policy
- 3) Underground Railroad Initiative Policy name change to Network to Freedom Initiative

Mrs. McKey moved and Mr. Myers seconded:

**TO APPROVE THE CHANGES TO THE AMERICAN INDIAN MARKERS POLICY,
CEMETERY HERITAGE INITIATIVE POLICY, AND UNDERGROUND RAILROAD
INITIATIVE NAME CHANGE TO NETWORK TO FREEDOM INITIATIVE POLICY.
Motion passed.**

All changes made to these policies are located on the Indiana Historical Bureau Web Page.

The meeting adjourned at 12:15pm.