

# NC Cardinal

7<sup>th</sup> Annual Meeting | August 1, 2019



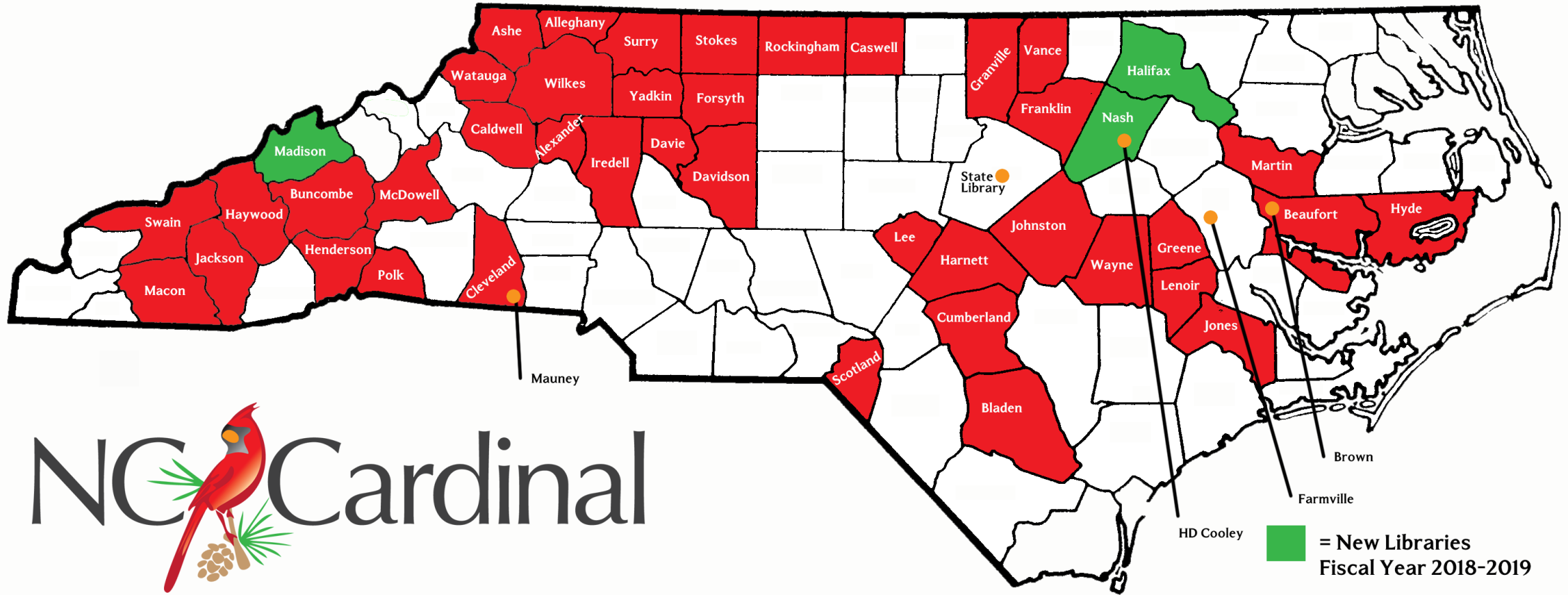
# Agenda

- Year In Review
- Projects & Activities
- Proposed Bylaw Changes
- Governance Committee Nominees
- Lunch & Voting
- New Proposed Financial Models
- Other Topics For Discussion



# Year In Review

# NC Cardinal in 2018-2019

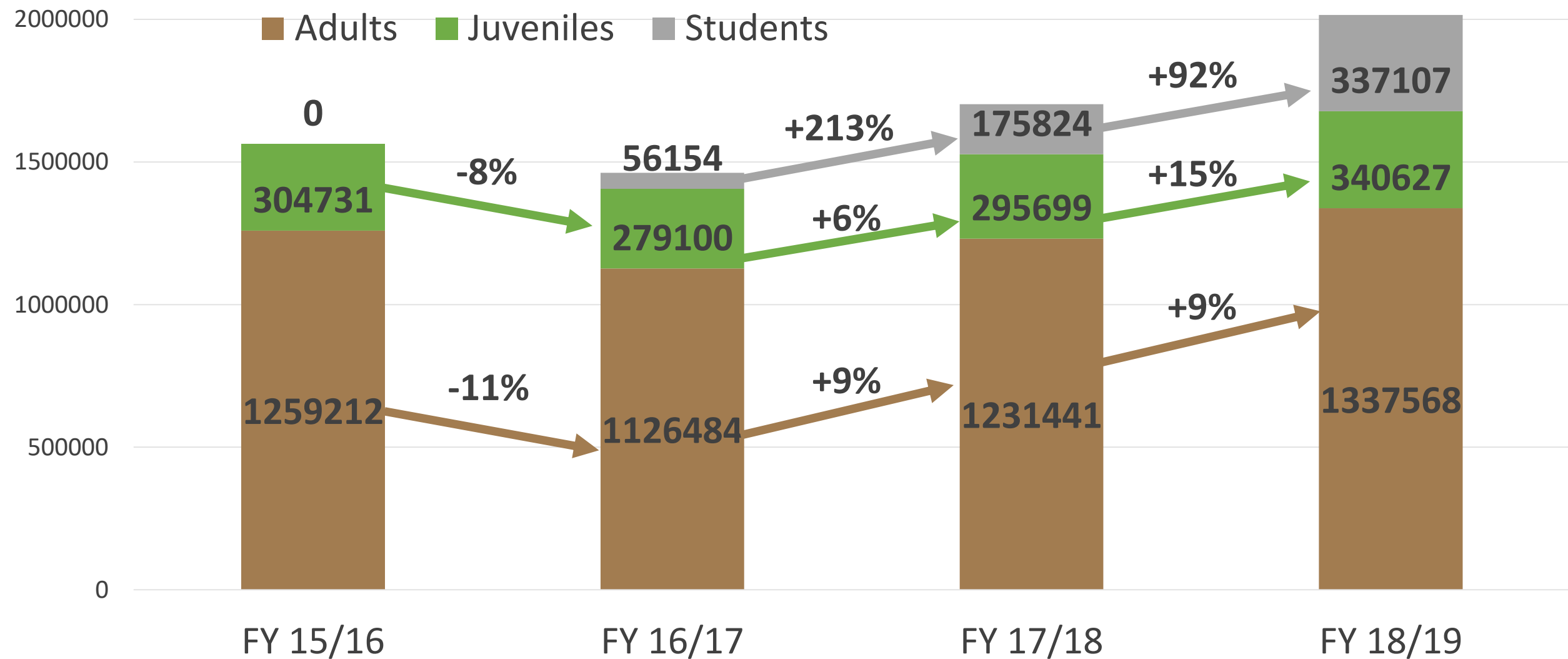


40 counties, 3 municipalities, 7 Special Libraries  
150 branches

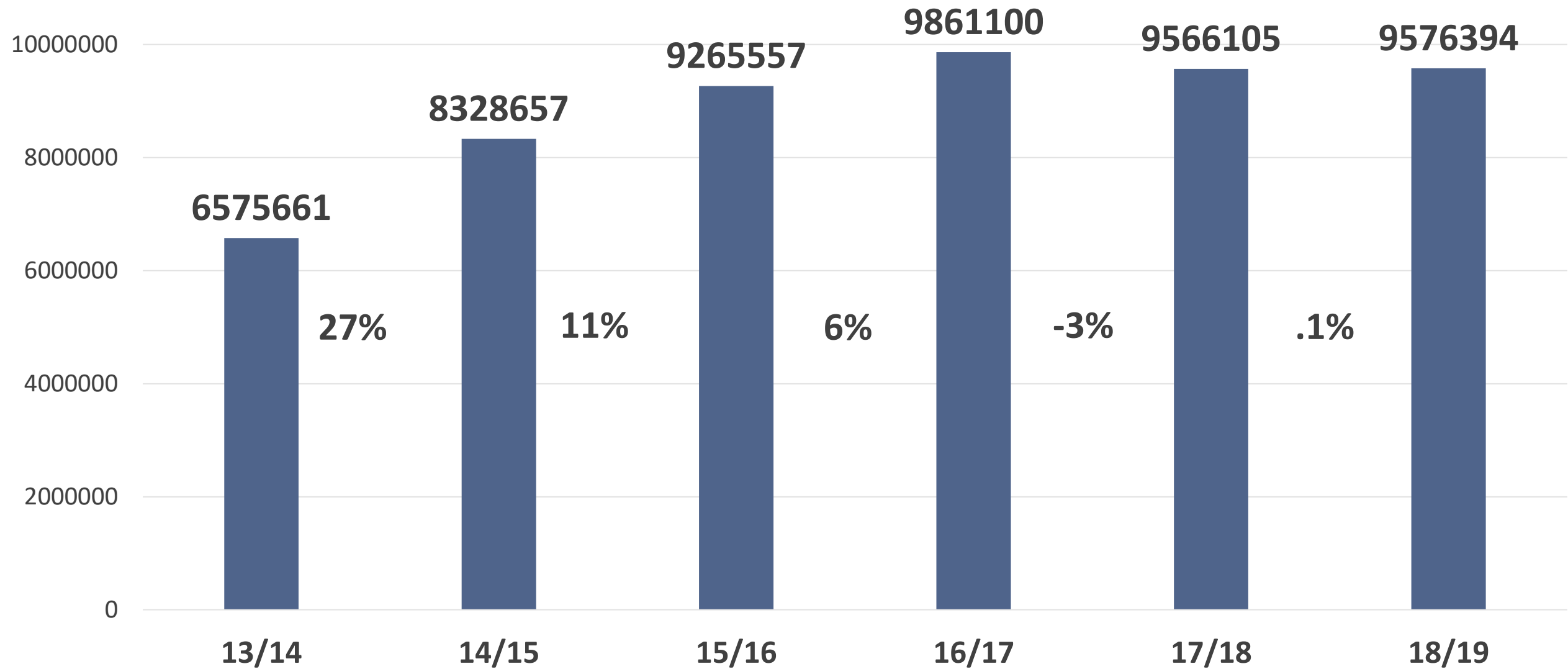


43 counties, 4 municipalities, 7 Special Libraries  
164 branches (Out of 407 total)

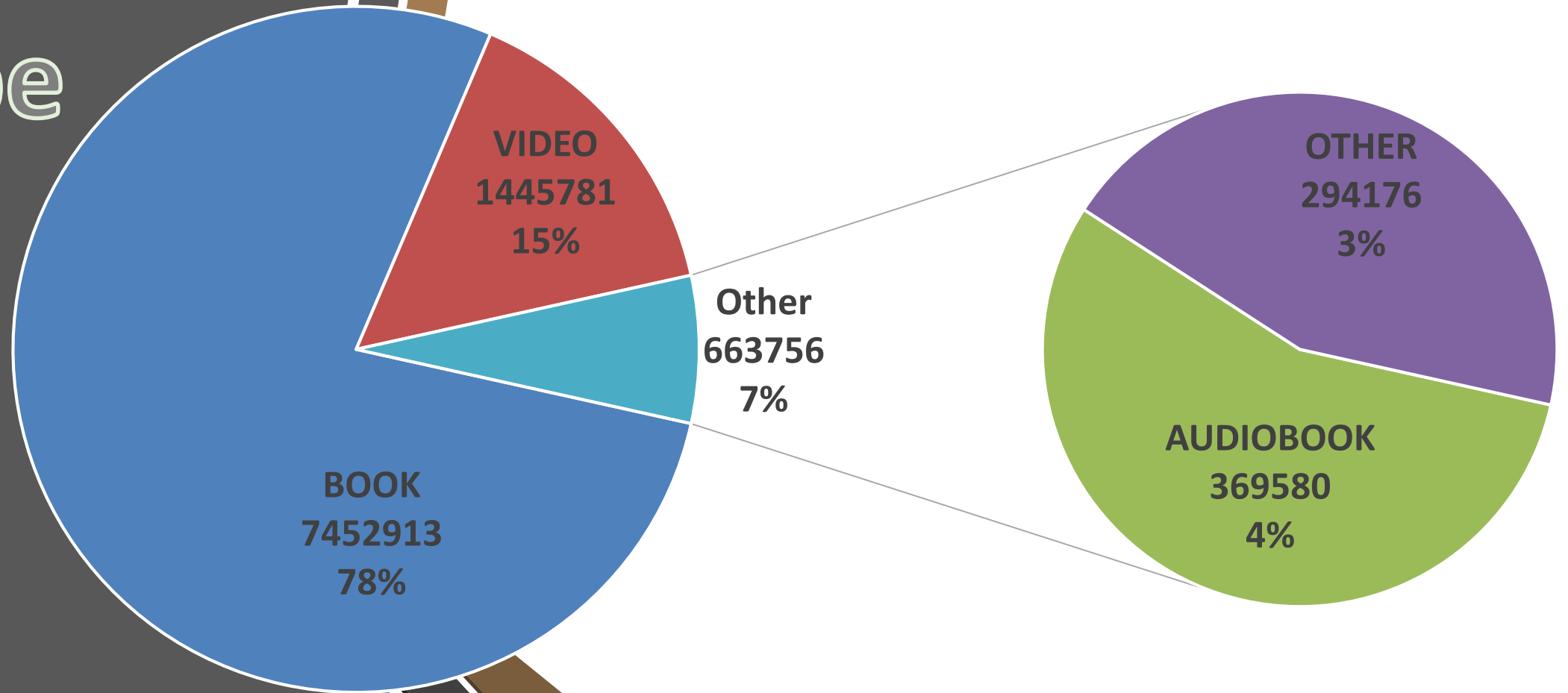
# Active User Accounts



# Circulations



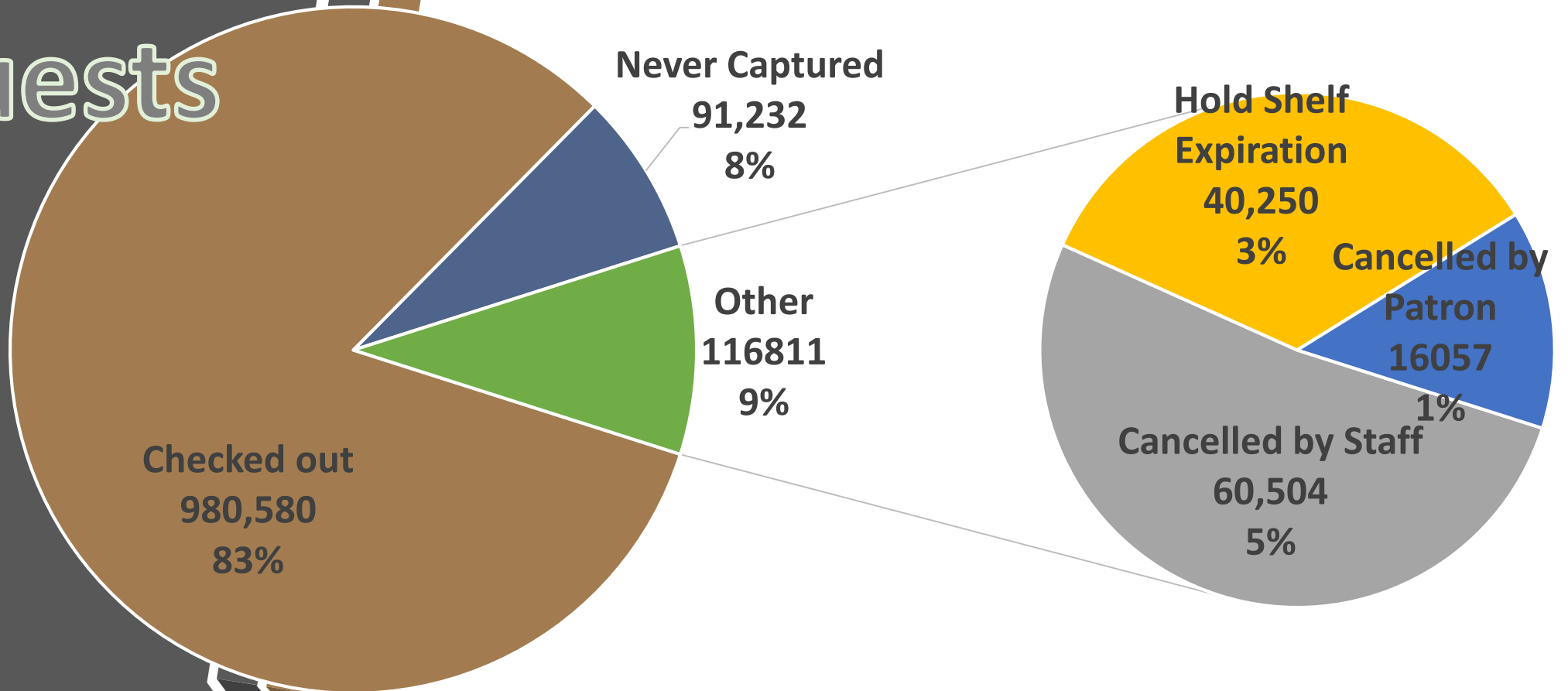
# Circulation By Item Type



# Hold Requests

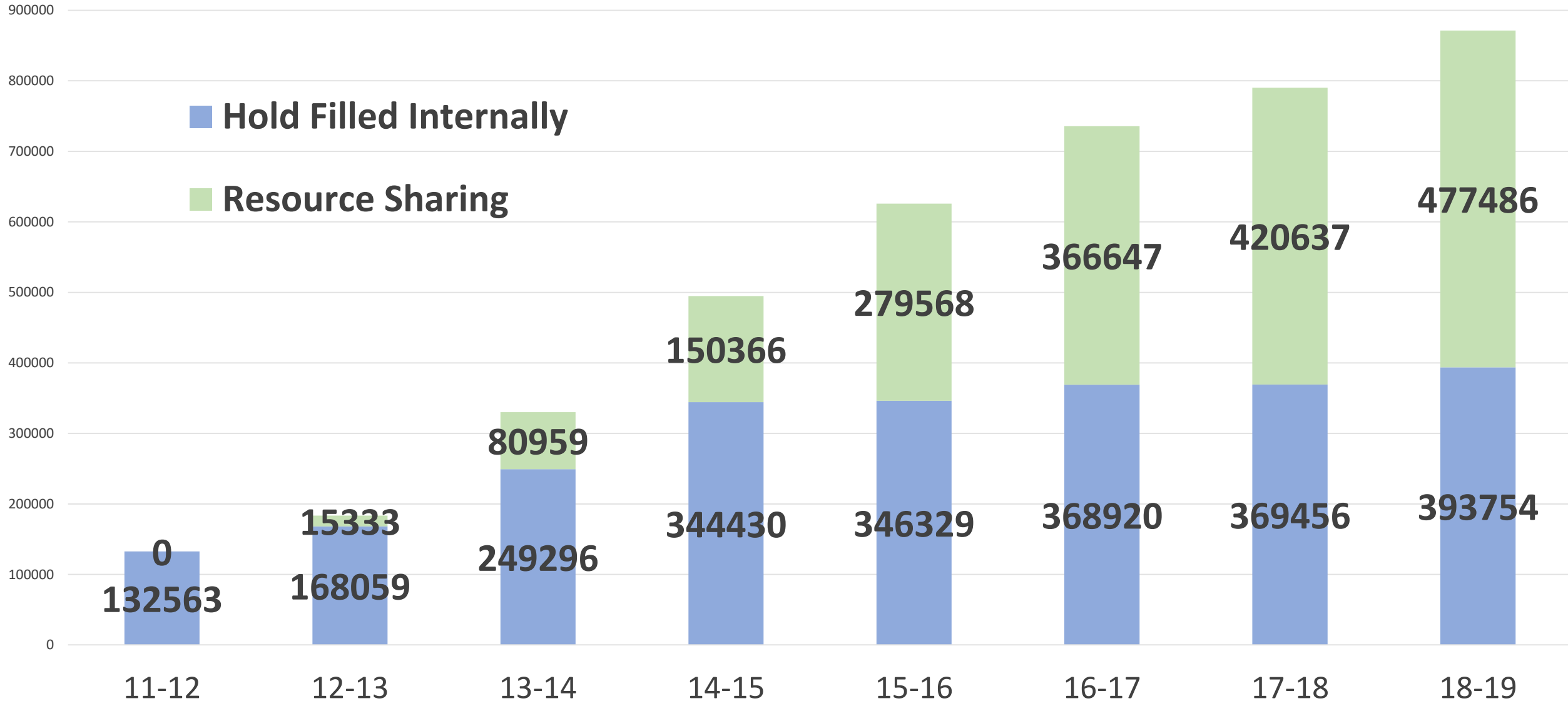
**Total Hold Requests:  
1,199,048**

**Cancelled Requests:  
116,811 10%**

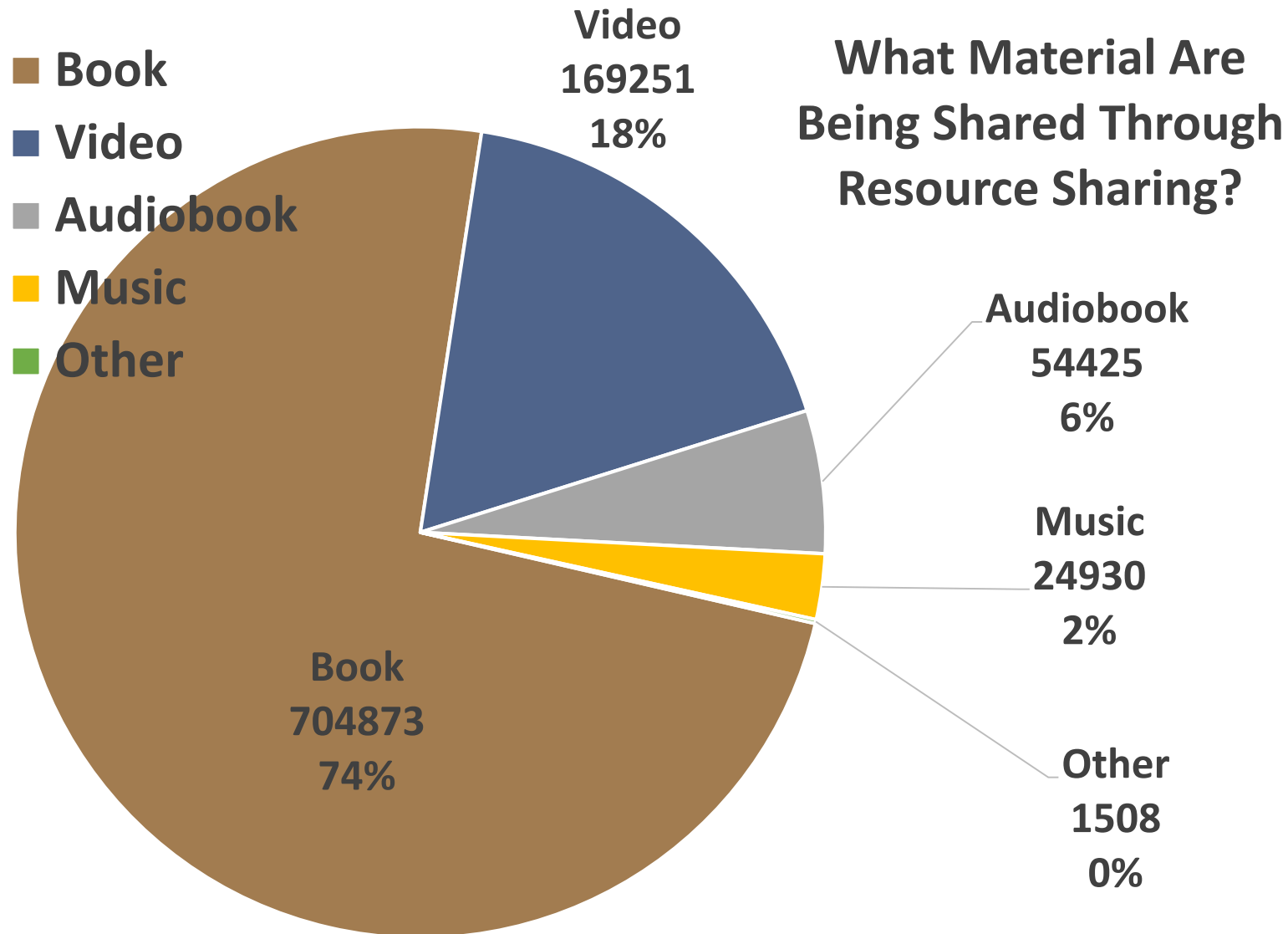




# Resource Sharing: Source of Transit Holds



# Resource Sharing

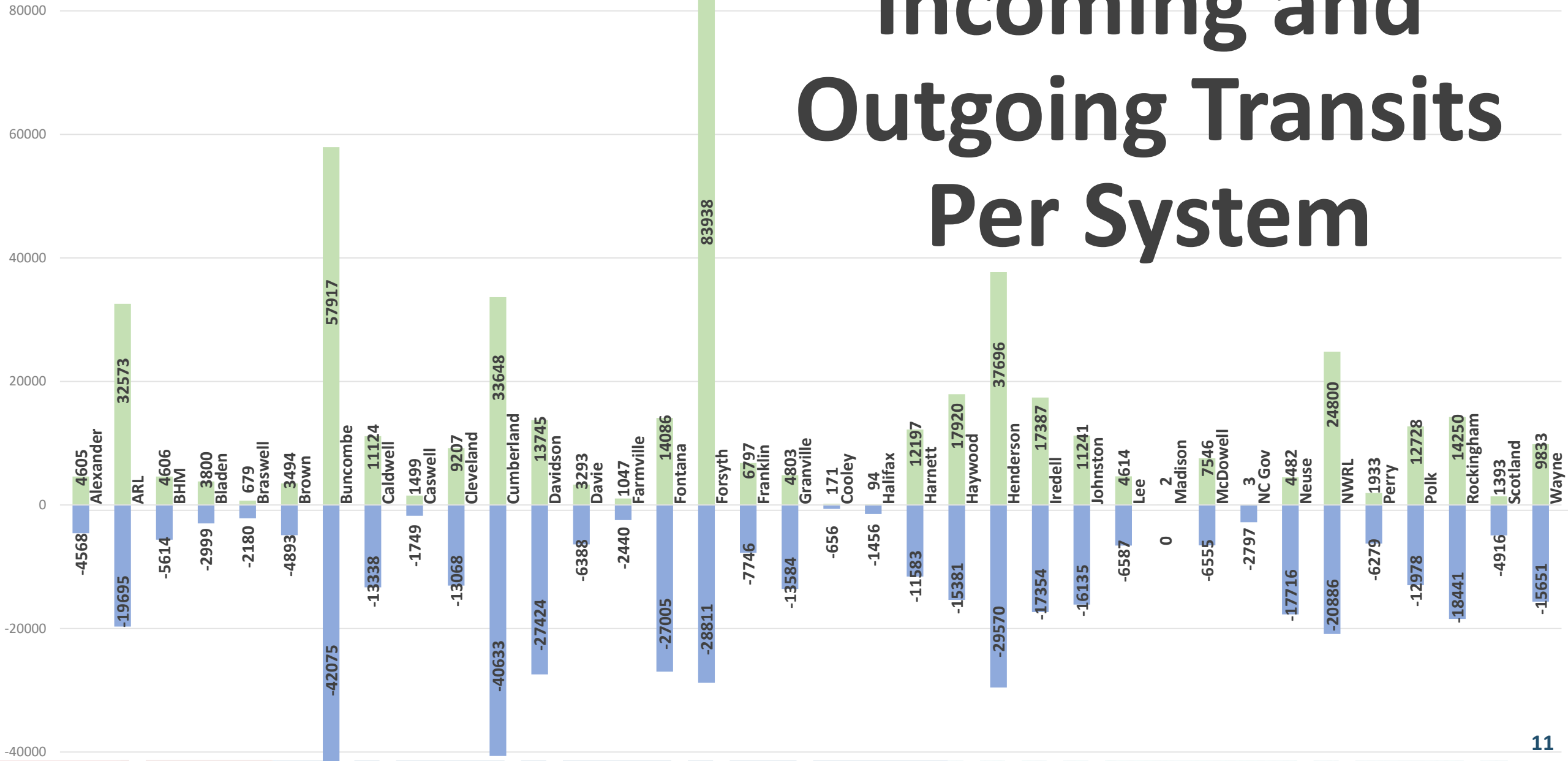


## Average transit time between systems

- 18-19: 6.68 days
- 17-18: 6.53 days
- 16-17: 6.09 days

**Lost: 1722 (1/3 of 1%)**  
**Long Overdue: 298**

# Incoming and Outgoing Transits Per System





# Projects & Activities

# Authorities Processing

<b>Match Entries:</b>	<b>Main</b>	<b>Added</b>	<b>Series</b>
Personal Name	100	700	800
Corporate Name	110	710	810
Conference Name	111	711	811
Uniform Title	130 / 240	730	830
Subject/Genre	600, 610, 611, 630, 651		

# Authorities Processing

```
600 1 0 ‡a Martin, George R. R. ‡v Television adaptations.
650 0 ‡a Kings and rulers ‡v Drama. ‡0 (CARDINAL)441306
650 0 ‡a Nobility ‡v Drama.
650 0 ‡a Imaginary wars and battles ‡v Drama.
655 7 ‡a Fantasy television programs. ‡2 lcgft ‡0 (CARDINAL)692390
655 7 ‡a Action and adventure television programs. ‡2 lcgft ‡0 (CARDINAL)340107
655 7 ‡a Fiction television programs. ‡2 lcgft ‡0 (CARDINAL)340107
655 7 ‡a Television adaptations. ‡2 lcgft ‡0 (CARDINAL)340108
655 7 ‡a Television programs. ‡2 lcgft ‡0 (CARDINAL)305276
655 7 ‡a Television series. ‡2 lcgft ‡0 (CARDINAL)340104
655 7 ‡a Video recordings for the hearing impaired. ‡2 lcgft ‡0 (CARDINAL)340104
700 1 ‡a Benioff, David, ‡e creator, ‡e television producer, ‡e screenwriter. :
700 1 ‡a Weiss, D. B. ‡e creator, ‡e television producer, ‡e screenwriter.
700 1 ‡a Martin, George R. R. ‡e television producer, ‡e screenwriter. ‡0 (CARDINAL)340104
700 1 ‡a Gerardis, Vince, ‡e television producer.
700 1 ‡a Vicinanza, Ralph, ‡d 1950-2010, ‡e television producer.
700 1 ‡a Casady, Guymon, ‡e television producer. ‡0 (CARDINAL)340049
700 1 ‡a Strauss, Carolyn, ‡e television producer.
700 1 ‡a Huffam, Mark, ‡e television producer.
700 1 ‡a Burn, Joanna, ‡e television producer.
700 1 ‡a Doelger, Frank, ‡e television producer.
700 1 ‡a Cogman, Bryan. ‡e screenwriter. ‡0 (CARDINAL)399243
700 1 ‡a Espenson, Jane. ‡e screenwriter. ‡0 (CARDINAL)422541
```

1,496,962 Records were processed.

703,897 Records were changed.

8,109,691 Main terms examined.

1,502,170 Main terms modified.

4,917,825 Access points matched to  
LoC authority records.

# Authorities Processing

## **Lessons Learned:**

We feel good about the profile we defined for Marcive

Re-ingest and cataloging freeze took much longer than we expected

## **Going Forward:**

Quarterly updates will be starting in October 2019

- Expect approximately 75,000 new or updated records

Training for Catalogers coming at Cataloger Roundtables in Spring 2020

# Evergreen Upgrades

- Testing in next.nccardinal.org
  - Knowledge Book Documentation
  - Regular webinars for training and asking questions
  - Scrutiny by Cataloging Committee
- 
- Upgrade to 3.3 Scheduled for week of October 21<sup>st</sup>





# Evergreen Upgrades: 3.3

## **Some Key Features of 3.3:**

- XUL Staff Client no longer supported, web client only
- Browser Client Settings & Preferences Stored on the Server
- Autorenewal of Loans
- Last Inventory Date
- Emergency Closing
- Permission Group Display
- OPAC Checkboxes for “Cart”: request, print, email, add to a list
- Angular interface

# Evergreen Upgrades: 3.3

## **Some Key Features of 3.3:**

- XUL Staff Client no longer supported, web client only
- Browser Client Settings & Preferences Stored on the Server
- Autorenewal of Loans
- Last Inventory Date
- Emergency Closing
- Permission Group Display
- OPAC Checkboxes for “Cart”: request, print, email, add to a list
- Angular interface

# FY 18-19 PLS Data

- Summer Reading Period –  
June 1<sup>st</sup> through  
August 31<sup>st</sup>
- Calculations used  
strictly shelving  
locations

# User Experience Committee:

## Rolling off:

### 2019-2020 Committee Members

- ***Meghan Blackburn*** – Cleveland
  - ***Tammy Holt*** – Cumberland
  - ***Teresa Patti*** – Brown Library
  - ***Calvert Smith*** – Rockingham (new member)
  - ***Justin Stout*** – Neuse Regional (new member)
  - ***Forrest Tate*** – Henderson
  - ***Amy Weber*** – Iredell
  - ***Camelia Walker*** – Wayne
- 
- ***Randy Feimster*** – ARL
  - ***Dustin Mobley*** – Johnston Affiliated Libraries

# User Experience Committee

Activities completed or finished FY 18-19

- Discussions, homework, and testing for Patron Permission Group consolidation project
- Look at crafting Cardinal Patron Privacy Statement
- Code of Ethics form
- OPAC carousel implementation

# User Experience Committee

## Activities for FY 19-20

- Annual Patron Purge
- Evergreen version 3.3 upgrade testing
- Reports
- Resource Sharing analysis

# Student Access Project Totals

**Active student  
accounts –  
337,232**

**950+ schools  
listed**

**Since pilot –  
132,000 SIP  
5,897 OPAC**

# Student Access Project Totals

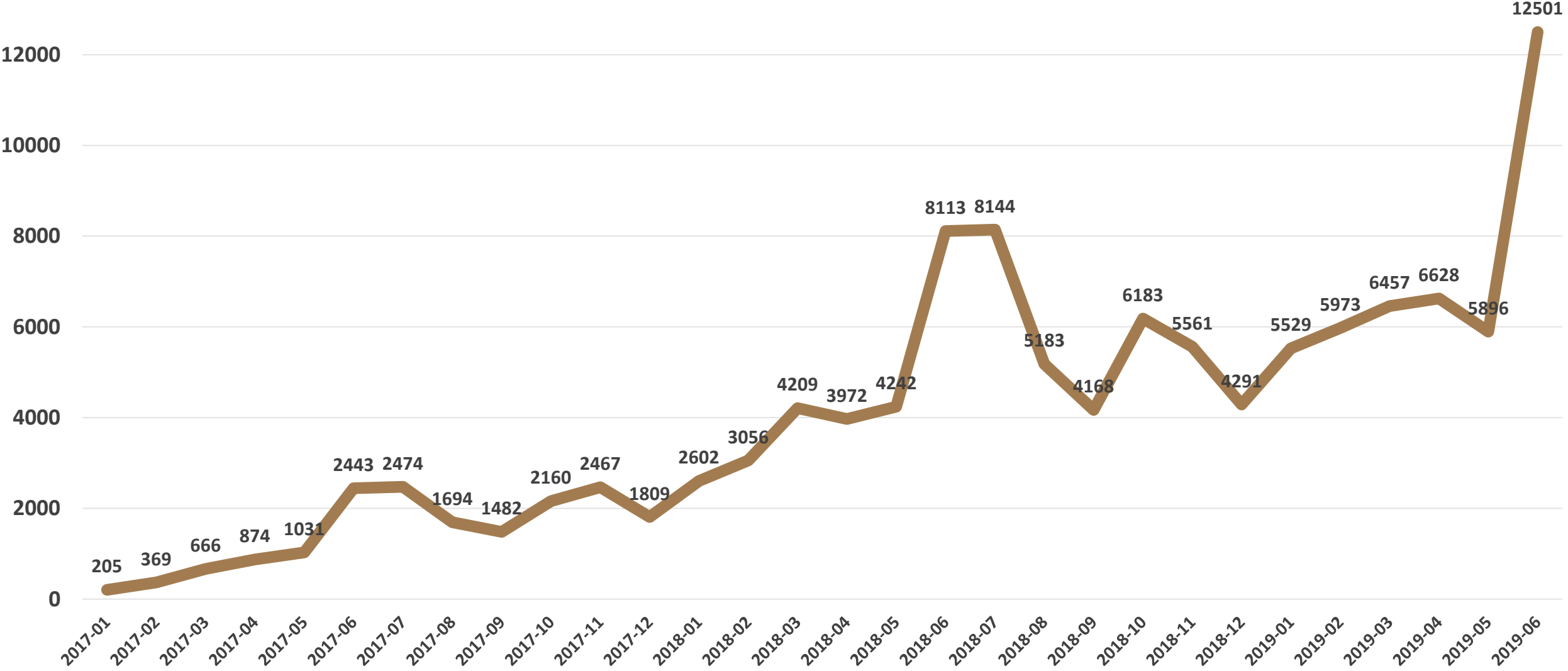
**Total circs  
since pilot:  
125,239**

**Iredell:  
43,678 circs  
ARL:  
20,955 circs**

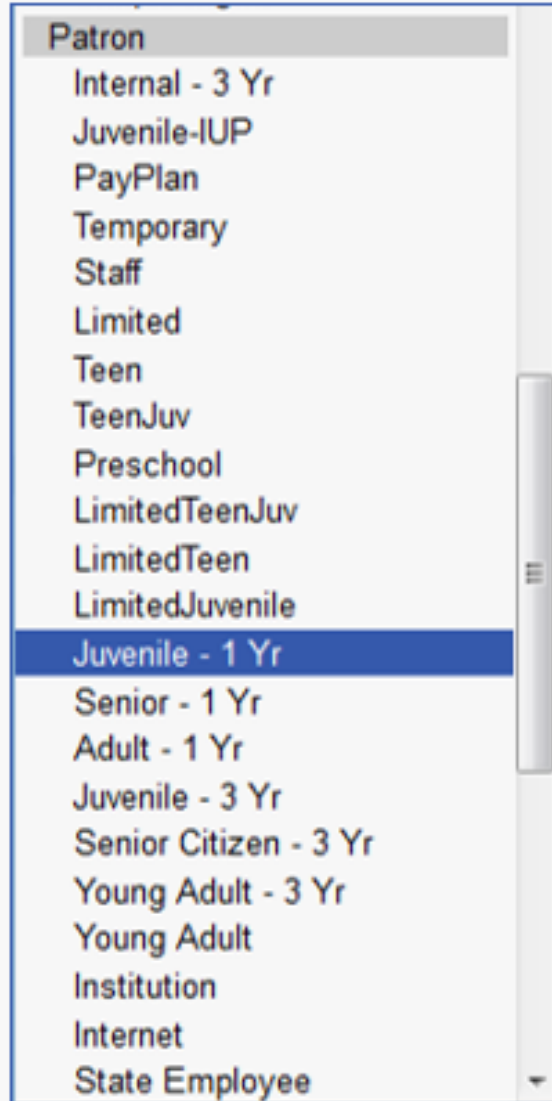
**Lost Items:  
169 16/17  
1087 17/18  
2014 18/19**



# Student Access Project: Circulations



# Patron Permissions



## Why?

- Difficult for staff to select from large list of categories
- Easy to assign groups that your system doesn't have policies for
- Inconsistent category use can result in unexpected behavior if a patron travels to different system
- Variety of overlapping groups is more difficult to administer

## The Process

- Survey of Libraries
- Functional Analysis of Permission Groups
- Develop Recommendations
- Individual Library System Reports
- Discuss and Decide at Annual Meeting
- Implement, Test and Troubleshoot

# Patron Permissions

	Adult - 3 Yr	Adult - 1 Yr	Senior - 1 Yr	Senior Citizen - 3 Yr	Adult Limited	Adult newuser	Juvenile - 1 Yr	Juvenile - 3 Yr	Juvenile newuser	Juvenile-IUP	Limited Juvenile	Limited Juvenile - 1 Yr	Limited Juvenile newuser	Teen	TeenJuv	Young Adult	Young Adult - 3 Yr	Young Adult newuser	Limited Teen	Limited TeenJuv	Limited YA	Limited YA newuser	School	Limited	Temporary	Internet	Institution	Interlibrary Loan - 3 Yr	Internal - 3 Yr	Outreach	Preschool	
Alexander	17228	7		4			1	5461						3	1		32							2	40		86		4	2		
Appalachian	34646	23949		18			3249	5319		5303						144	55						19262		12	115	97	2	63	218		
BHM	8022	255	33	104	109	4	167	3491	11	20	5			16	4	26	389	3	1	1			7776	5774	1		4		169	3	2	
Bladen	12	9485	3	1			2790	6			3	216		1	1														41	1		
Brown Library	14980	61					4	3826																			2			1		
Buncombe	81880	58000	3897	5326	4	14	9717	10586	14	9	1	3		54	4	4791	3914	1	1	1		1		1	5140		41		9	8	3	
Caldwell	8491	29470	1				7852	1902								1	21						1		1		4		7	1		
Caswell	8687	5		1			9	2922		2	1	1		3	1	1	25				1					1			30	9		
Cleveland	76	60	2	7012	5	8	2	12	3	3	1	2		1									15129	88	6				54	21		
Cumberland	46407	125601			312	24820	9934	11755	10304		459	1829	1291												15163		124			172		
Davidson	64773	24	1	9796	6		2	13863	2		82			5515	9317	6	216			109	280	1	1	10075	806		2	3	619	4		4466
Davie	26	15974	4	2	2	1	4378	6		2	1	1		17		1204	8						8271	828	468	1		1	1	57	1	
Farmville	9377	13	2				73	2127	3	1		2		1			188	1	1				29892	1	1				1			
Fontana	28	50791	3		4	2	6264	1	4		25	584		3		2722		1	1		308		10454		543	19757	50		18	1	2	
Forsyth	39	145480	344	4	4	21255	23857	7	4607	4	3			18	1	15659	11	1640			2				29		923		1	25		
Franklin	8	27885			2		9605	4																	1		16		6	98	26	
Granville	3	36601	8			45	5873	18	6	6				7	4	1			1						10	1	50			10		
Harnett	43297	7310		6	1	6	624	10055	24	3	3	2		49	23	12	2286	3							8		84		18	181	19	
Haywood	12	32498	258	1		1708	5937	4	524				3	2	1	3	1	2								2	1	280			74	
Henderson	63975	493			45	1	52	12807		2	12			1			3						15507	1						311		
Iredell	4856	33018	9	1			9695	545						1	1	2	15						28393		12	1	12		2		1	
Johnston	41367	252	3	16		6	70	7799	11	29	4	3	1	161	79	11	3788	1	4	1				5		1	80	1	7	4	21	
Lee	480	44678	81	42	6	5	13566	139	1	18	2			47	9	30	8		6	5	2		9706	1146	51	1	230		4	72	1	
McDowell	23458	103		3	1	1	15	3978	1	1	1441	4		2	1		33						1		388	12	4		4	35		
SLNC	1223							1									3															
Neuse	43517	618	2	12	6	1	117	12277	6	15		1		19	8	3	69				2				7	3	160	2		51	35	6
Northwestern	52647	91	4	16	1	4	32	23374	9	2	1			2	5	1	35	5	3	1			j			1	112	3	5	443	6	
Perry	5	23583	14				3877	1		2	1														1	63		1				
Polk	7444	2						881									3								39	30			6			
Rockingham	34134	7				4661	9	9253	1133							11	153	147				1	12315	2			88	738	6	2390		
Scotland	8415	41		1			12	1377			1	1			1		541		1					1					1	114		
Wayne	68	41142	92	4		2	13406	107	4	17	3	3		57	11	12	5		6	4				3	68	6	27		1	34	2	
	619581	707497	4761	22370	508	52544	131189	143904	16667	5440	2049	2652	1295	5980	9472	24640	11802	1804	134	299	311	3	166782	8694	21958	21076	1650	1366	496	4335	4557	


# Patron Permissions













System	Sys IDs	Current Patron Group	Cur ID	New Patron Group	New ID	Criteria	Cardinal Notes
Appalachian	126, 128, 132, 133, 137, 139	Adult - 1 Yr	36	Adult Limited	78		
		Juvenile - 1 Yr	38	Juvenile Limited	30		
BHM	236, 237, 238, 239, 240, 241, 242	Adult - 1 Yr	36	Adult	25		
		Juvenile - 1 Yr	38	Juvenile	26		
		Limited	22	Adult	25	DOB < Today2001	
		Limited	22	Teen	27	Today2001 < DOB < Today2006	
		Limited	22	Juvenile	26	Today2006 < DOB < Today2019	
		Limited	22	Adult	25	IF no DoB	
Bladen	336, 337, 338, 339, 340	Adult - 1 Yr	36	Adult	25		
		Juvenile - 1 Yr	38	Juvenile Limited	30		
Buncombe	111, 112, 113, 114, 115, 116, 117, 118, 119, 120, 121, 122, 123, 124, 125, 126, 127, 128, 129, 130, 131, 132, 133, 134, 135, 136, 137, 138, 139, 140, 141, 142, 143, 144, 145, 146, 147, 148, 149, 150, 151, 152, 153, 154, 155, 156, 157, 158, 159, 160, 161, 162, 163, 164, 165, 166, 167, 168, 169, 170, 171, 172, 173, 174, 175, 176, 177, 178, 179, 180, 181, 182, 183, 184, 185, 186, 187, 188, 189, 190, 191, 192, 193, 194, 195, 196, 197, 198, 199, 200, 201, 202, 203, 204, 205, 206, 207, 208, 209, 210, 211, 212, 213, 214, 215, 216, 217, 218, 219, 220, 221, 222, 223, 224, 225, 226, 227, 228, 229, 230, 231, 232, 233, 234, 235, 236, 237, 238, 239, 240, 241, 242, 243, 244, 245, 246, 247, 248, 249, 250, 251, 252, 253, 254, 255, 256, 257, 258, 259, 260, 261, 262, 263, 264, 265, 266, 267, 268, 269, 270, 271, 272, 273, 274, 275, 276, 277, 278, 279, 280, 281, 282, 283, 284, 285, 286, 287, 288, 289, 290, 291, 292, 293, 294, 295, 296, 297, 298, 299, 300, 301, 302, 303, 304, 305, 306, 307, 308, 309, 310, 311, 312, 313, 314, 315, 316, 317, 318, 319, 320, 321, 322, 323, 324, 325, 326, 327, 328, 329, 330, 331, 332, 333, 334, 335, 336, 337, 338, 339, 340, 341, 342, 343, 344, 345, 346, 347, 348, 349, 350, 351, 352, 353, 354, 355, 356, 357, 358, 359, 360, 361, 362, 363, 364, 365, 366, 367, 368, 369, 370, 371, 372, 373, 374, 375, 376, 377, 378, 379, 380, 381, 382, 383, 384, 385, 386, 387, 388, 389, 390, 391, 392, 393, 394, 395, 396, 397, 398, 399, 400, 401, 402, 403, 404, 405, 406, 407, 408, 409, 410, 411, 412, 413, 414, 415, 416, 417, 418, 419, 420, 421, 422, 423, 424, 425, 426, 427, 428, 429, 430, 431, 432, 433, 434, 435, 436, 437, 438, 439, 440, 441, 442, 443, 444, 445, 446, 447, 448, 449, 450, 451, 452, 453, 454, 455, 456, 457, 458, 459, 460, 461, 462, 463, 464, 465, 466, 467, 468, 469, 470, 471, 472, 473, 474, 475, 476, 477, 478, 479, 480, 481, 482, 483, 484, 485, 486, 487, 488, 489, 490, 491, 492, 493, 494, 495, 496, 497, 498, 499, 500, 501, 502, 503, 504, 505, 506, 507, 508, 509, 510, 511, 512, 513, 514, 515, 516, 517, 518, 519, 520, 521, 522, 523, 524, 525, 526, 527, 528, 529, 530, 531, 532, 533, 534, 535, 536, 537, 538, 539, 540, 541, 542, 543, 544, 545, 546, 547, 548, 549, 550, 551, 552, 553, 554, 555, 556, 557, 558, 559, 560, 561, 562, 563, 564, 565, 566, 567, 568, 569, 570, 571, 572, 573, 574, 575, 576, 577, 578, 579, 580, 581, 582, 583, 584, 585, 586, 587, 588, 589, 590, 591, 592, 593, 594, 595, 596, 597, 598, 599, 600, 601, 602, 603, 604, 605, 606, 607, 608, 609, 610, 611, 612, 613, 614, 615, 616, 617, 618, 619, 620, 621, 622, 623, 624, 625, 626, 627, 628, 629, 630, 631, 632, 633, 634, 635, 636, 637, 638, 639, 640, 641, 642, 643, 644, 645, 646, 647, 648, 649, 650, 651, 652, 653, 654, 655, 656, 657, 658, 659, 660, 661, 662, 663, 664, 665, 666, 667, 668, 669, 670, 671, 672, 673, 674, 675, 676, 677, 678, 679, 680, 681, 682, 683, 684, 685, 686, 687, 688, 689, 690, 691, 692, 693, 694, 695, 696, 697, 698, 699, 700, 701, 702, 703, 704, 705, 706, 707, 708, 709, 710, 711, 712, 713, 714, 715, 716, 717, 718, 719, 720, 721, 722, 723, 724, 725, 726, 727, 728, 729, 730, 731, 732, 733, 734, 735, 736, 737, 738, 739, 740, 741, 742, 743, 744, 745, 746, 747, 748, 749, 750, 751, 752, 753, 754, 755, 756, 757, 758, 759, 760, 761, 762, 763, 764, 765, 766, 767, 768, 769, 770, 771, 772, 773, 774, 775, 776, 777, 778, 779, 780, 781, 782, 783, 784, 785, 786, 787, 788, 789, 790, 791, 792, 793, 794, 795, 796, 797, 798, 799, 800, 801, 802, 803, 804, 805, 806, 807, 808, 809, 810, 811, 812, 813, 814, 815, 816, 817, 818, 819, 820, 821, 822, 823, 824, 825, 826, 827, 828, 829, 830, 831, 832, 833, 834, 835, 836, 837, 838, 839, 840, 841, 842, 843, 844, 845, 846, 847, 848, 849, 850, 851, 852, 853, 854, 855, 856, 857, 858, 859, 860, 861, 862, 863, 864, 865, 866, 867, 868, 869, 870, 871, 872, 873, 874, 875, 876, 877, 878, 879, 880, 881, 882, 883, 884, 885, 886, 887, 888, 889, 890, 891, 892, 893, 894, 895, 896, 897, 898, 899, 900, 901, 902, 903, 904, 905, 906, 907, 908, 909, 910, 911, 912, 913, 914, 915, 916, 917, 918, 919, 920, 921, 922, 923, 924, 925, 926, 927, 928, 929, 930, 931, 932, 933, 934, 935, 936, 937, 938, 939, 940, 941, 942, 943, 944, 945, 946, 947, 948, 949, 950, 951, 952, 953, 954, 955, 956, 957, 958, 959, 960, 961, 962, 963, 964, 965, 966, 967, 968, 969, 970, 971, 972, 973, 974, 975, 976, 977, 978, 979, 980, 981, 982, 983, 984, 985, 986, 987, 988, 989, 990, 991, 992, 993, 994, 995, 996, 997, 998, 999, 1000	Young Adult	41	Teen	27		
		Young Adult - 3 Yr	64	Teen	27		
		Senior - 1 Yr	39	Adult	25		
		Senior - 3 Yr	21	Adult	25		
		Juvenile - 1 Yr	38	Juvenile	26		
		Temporary	40	Adult Limited	78	DoB < Today 2001	
		Temporary	40	Teen Limited	32	Today2001 < DOB < Today2006	
		Temporary	40	Juvenile Limited	30	Today2006 < DOB < Today2019	
		Temporary	40	Adult Limited	78	IF no DoB	
Caldwell	188, 189, 190, 194	Adult - 1YR	36	Adult	25		
		Adult - 1 Yr	36	Adult	25		

# Patron Permissions

	home_ou_system_name text	old_profile_name text	new_profile_name text	count bigint
1	Alexander County Library	Adult - 1 Yr	Adult	2
2	Alexander County Library	Juvenile - 1 Yr	Juvenile	2
3	Alexander County Library	Temporary	Internet	2
4	Alexander County Library	Young Adult	Teen	1
5	Alexander County Library	Young Adult - 3 Yr	Teen	1
6	Appalachian Regional Library	Adult - 1 Yr	Adult Limited	23709
7	Appalachian Regional Library	Internal	Institution	1
8	Appalachian Regional Library	Juvenile - 1 Yr	Juvenile Limited	2073
9	Appalachian Regional Library	Juvenile-IUP	Juvenile Limited	840
10	Appalachian Regional Library	Temporary	Internet	5
11	Appalachian Regional Library	Young Adult	Teen	6
12	ERM Regional Library	Adult - 1 Yr	Adult	220

# Patron Permissions

 Patron

-  Adult
-  Adult Limited
-  Institution
-  Internet
-  Juvenile
-  Juvenile Limited
-  Outreach
-  School
-  Staff
-  State Employee
-  Teen
-  Teen Limited

Group Name	Adult
	<a href="#">Translate</a> ▼
Description	18 Years or older
	<a href="#">Translate</a> ▼
Permission Interval	3 years
Editing Permission	group_application.user.pa ▼
Hold Priority	0 ▲▼
Parent Group	Patron ▼
User Group	<input checked="" type="checkbox"/>

# Patron Privacy



User Experience committee work



Provided feedback, guidance



Examples from out-of-state libraries



Discussed local policies



Protection from outside sources

# Patron Privacy

## Patron Privacy

Protecting user privacy and confidentiality is one of the core values of librarianship. This Privacy Policy explains what information we collect from you and why. You agree to this policy by using any member library websites, downloading our mobile applications, or visiting any NC Cardinal Library location. While North Carolina State law requires that we treat materials you check out and information you access as confidential information, we also do so because it is in keeping with our commitment to you to protect your privacy. The confidentiality of library records is a core part of library ethics and the NC Cardinal consortium follows the *Code of Ethics* of the American Library Association.

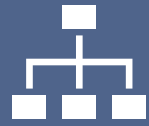
### § 125-18. Definitions.

As used in this Article, unless the context requires otherwise:

- (1) "Library" means a library established by the State; a county, city, township, village, school district, or other local unit of government or authority or combination of local units of governments and authorities; community college or university; or any private library open to the public.
- (2) "Library record" means a document, record, or other method of storing information retained by a library that identifies a person as having requested or obtained specific information or materials from a library. "Library record" does not include nonidentifying material that may be retained for the purpose of studying or evaluating the circulation of library materials in general. (1985, c. 486, s. 2.)



# Code of Ethics



Template created for local branches/systems if none is in place



Placed on Knowledge Book



UX Provided feedback, examples

# Code of Ethics

I acknowledge that I have an obligation to the (*Local Library System*) and agree to comply with this Code of Ethics:

- I shall not violate the privacy and confidentiality of information entrusted to me or to which I may gain access, including a patron's private information or reading records. A patron's personal information, history, or records will not be provided to anyone without legal authorization. Further, I agree to take appropriate action regarding any illegal or unethical practices that come to my attention.
- I shall not use knowledge of a confidential nature to further my personal interests or for personal gain for myself or others.
- I have an obligation to (*Local Library System*) to use equipment and software only for the purposes intended.
- I shall accept full responsibility for the work I perform.
- I shall cooperate with fellow staff members at my local library and NC Cardinal consortium members, treating them with honesty and respect.
- I will avoid conflicts of interest and ensure that the appropriate local library management is aware of potential conflicts.
- I will not exploit the weakness of a computer system for personal gain or personal satisfaction for myself or others.
- I acknowledge that my employing library will keep a copy of this signed form on file and will provide a copy to NC Cardinal upon request.

# OPAC Carousel



OPAC enhancement



Showcase local collections only



Script created by MOBIUS



Uses a “Book List” for generating content



Content refreshed

# OPAC Carousel



There are five possible carousels to choose from :



1. Newly cataloged items



2. Recently returned items



3. Most popular items



4. Newest items on customized list of shelving locations



5. Customized list of books maintained by (local library)

# OPAC Carousel

Account Summary Messages Items Checked Out Holds Account Preferences My Lists

## Create New List

Enter the name of the new list:

List description (optional):

Share this list? Yes ?

Cancel Submit

Edit List Description

Name: Most Popular at the Library

Description: last14daytopcirc

Save changes to name or description? Save

[https://braswell.nccardinal.org/eg/opac/myopac/lists?item\\_page=1;bbid=1488286](https://braswell.nccardinal.org/eg/opac/myopac/lists?item_page=1;bbid=1488286)

# OPAC Carousel

## New at the Library



Party fun



The puppy who  
wanted a boy



George and  
Martha : the  
best of friends :  
two stories



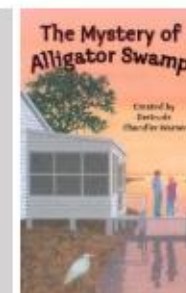
The Berenstain  
bears visit the  
dentist



The puppy who  
wanted a boy



Eve of man

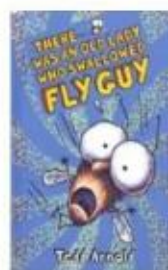


The mystery of  
Alligator  
Swamp

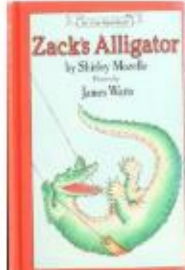


North Carolina  
End-of-Grade  
Coach :  
Reading, Grade

## Most Popular at the Library



There was an  
old lady who  
swallowed Fly  
Guy



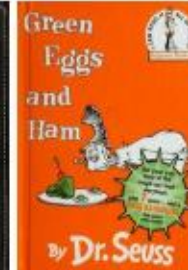
Zack's alligator



The mostly true  
adventures of  
Homer P. Figg



Diary of a  
wimpy kid : old  
school



Green eggs  
and ham



Backtrack



Fruits basket 1



Mister  
Seahorse

# Annual Patron Clean Up



Discussions end of summer



Communication with systems' point of contact(s)



Parameters established



Expired Student accounts included

# Cataloging Committee: Members

- Angie Bates – Perry
- Jessica Efron – NC Govt (new member)
- Heidi Flythe – Braswell (new member)
- Jonathan Furr – Davidson (formerly Forsyth)
- Emily Gibbons – Caldwell (new member)
- Wanangwa Hartwell - Polk
- Jessica Philyaw - Fontana
- Will Szwagiel – Wayne (new member)

## Rolling off:

- Christina Martin - Mauney
- Jennifer Weston – Davidson



# Cataloging Committee: 18-19 Projects

- Finalized Assessments
- Attended Fall Cataloging Training
- Input/Testing for upgrade to 3.1
- Authorities Discussions
- Regional Roundtable Planning
- Cataloging Policy
- Catalog Cleanup Projects

# Cataloger Assessments

279 Item  
Catalogers

---

114 Bib  
Catalogers



CERTIFICATE *OF* ACHIEVEMENT

This acknowledges that

---

Recipient Name

---

has successfully completed the

NC Cardinal

*Item Cataloging Assessment*

2019

# Cataloging Training: Fall 2018

West Region:  
Asheville

Central Region:  
Winston-Salem

East Region:  
Rocky Mount

## Item Cataloging

9/25/18  
4 attendees

9/27/18  
11 attendees

10/9/18  
31 attendees

## Bibliographic Cataloging

9/26/18  
6 attendees

9/28/18  
8 attendees

10/10/18  
23 attendees

# Cataloging Committee: 18-19 Projects

[Home](#)

[Submit a Request](#)

[Check on a Request](#)

[Knowledge Books](#)

- [Cataloging Best Practices](#)

- [Reports in Evergreen](#)

- [Circulation in Evergreen 3.1](#)

- [Summon](#)

[Documentation](#)

- [Troubleshooting](#)

[Evergreen 3.1](#)

- [Resource Sharing](#)

[Best Practice](#)

[Standards](#)

- [StudentAccess](#)

[Initiative](#)

- [Offline Transactions](#)

- [NC Cardinal Policies](#)

- [Administration](#)

[Home](#) → [NC Cardinal Policies](#) → [Cataloging](#) → [Cataloging Policy](#)

## 3.1. Cataloging Policy

### NC Cardinal Cataloging Policy

The NC Cardinal consortium is committed to providing the highest standard of library service for consortium patrons. Member libraries share the responsibility of maintaining high-quality bibliographic records, as they form the foundation of the consortium's shared catalog. To ensure the consistent quality and integrity of these shared resources, all member libraries within NC Cardinal shall ensure that any staff who perform cataloging functions in the ILS conform to the [NC Cardinal Cataloging Best Practices](#) established by the consortium and shall pass the appropriate cataloging assessments based on the criteria below:

- The NC Cardinal Cataloging Committee has identified two levels of cataloging privilege. Item Catalogers primarily impact records within their local system. Bibliographic Catalogers additionally administer consortium-wide bibliographic resources. Some actions within the catalog do not require cataloging permissions, such as editing item and volume records (replacing a barcode, changing a call number, copy status, shelving location, etc.)
- Any staff who wish to have Item Cataloging permissions must pass the [Item Cataloging assessment](#). Examples of item cataloging include adding or deleting item and/or volume records.
- Any staff who wish to have Bibliographic Cataloging permissions must pass both the [Item Cataloging assessment](#) and the [Bibliographic Cataloging assessment](#). Examples of bibliographic cataloging include creating, editing, merging, or deleting bibliographic records as well as importing records from any outside source (vendor, z39.50, etc.). All NC Cardinal libraries should endeavor to have at least one certified Bibliographic Cataloger on staff at all times.

# Catalog Cleanup



Empty Bib Record Deletion



Add Format Icons



Book Deduplication



Monograph Parts Consolidation



Title Search Refinement

# Staff Permissions Project

- Individual login access accounts for cataloging and admin users
- Consolidate cataloging permissions into Item Cat and Bib Cat
- Improves accountability and patron data security
- Efficient inheritance structure
- Permission group name represents function

# Staff Permissions Project

[Home](#)

[Submit a Request](#)

[Check on a Request](#)

[Knowledge Books](#)

- [Cataloging Best Practices](#)

- [Reports in Evergreen](#)

- [Circulation in Evergreen 3.1](#)

- [Summon Documentation](#)

- [Troubleshooting Evergreen 3.1](#)

- [Resource Sharing Best Practice Standards](#)

- [StudentAccess Initiative](#)

- [Offline Transactions](#)

- [NC Cardinal Policies](#)

[Administration](#)

[Home](#) → [NC Cardinal Policies](#) → [Staff Accounts and Permission Policies](#) → **Staff Login Accounts and Permission Policies**

## 4.1. Staff Login Accounts and Permission Policies

### Staff Login Accounts and Permission Policies

- Cataloging and administrative staff login accounts shall be assigned to individual users, who are responsible for activities using that login to ensure compliance with all consortium policies. NC Cardinal libraries can retain generic circulation staff login accounts. Generic accounts currently in use for reporting will be transferred to a “reports only” permission group.
- Each library system shall have a local administrator who is responsible for maintaining staff user login accounts in consultation with their library director and State Library NC Cardinal staff, creating accounts for new library staff and updating, merging, and deleting staff login accounts as necessary to keep employee access current and in compliance with all NC Cardinal policies.
- Staff user login accounts are to be used only for access to Evergreen and work related activities, not to circulate materials or any other personal use.

*Passed by the Governance Committee April 2017*

#### Knowledge Tags

[Governance Committee](#) / [login access account](#) / [System Login Access Manager](#) /

[NC Cardinal staff](#) / [policy](#) /

# Staff Permissions Project

[Home](#) [Pings](#) [Hey!](#) [Activity](#) [My Stuff](#) [Find](#)

## System Login Access Managers Staff Permissions Project

AH AL BV BL BC CS CR DM DW DR EE FD JM JAO JC JF JS KN Add/remove people

The client

### Campfire



Chat casually with the group, ask random questions, and share stuff without ceremony.

### Message Board



**Acquisitions permissions** 6  
Has there been any progress



**Copy needed for hold**  
In the call yesterday we



**Summary and recording from 7/2 call**



**Item Cat videos**  
Hi everyone. I wanted to let



**Production Permissions** 3  
Cardinal Staff, I've had 2

### To-dos



Make lists of work that needs to get done, assign items, set due dates, and discuss.

### Schedule



Set important dates on a shared schedule. Subscribe to events in Google Cal, iCal, or Outlook.

### Automatic Check-ins



Create recurring questions so you don't have to pester your team about what's going on.

### Docs & Files



Updated with latest cataloging assessment results.



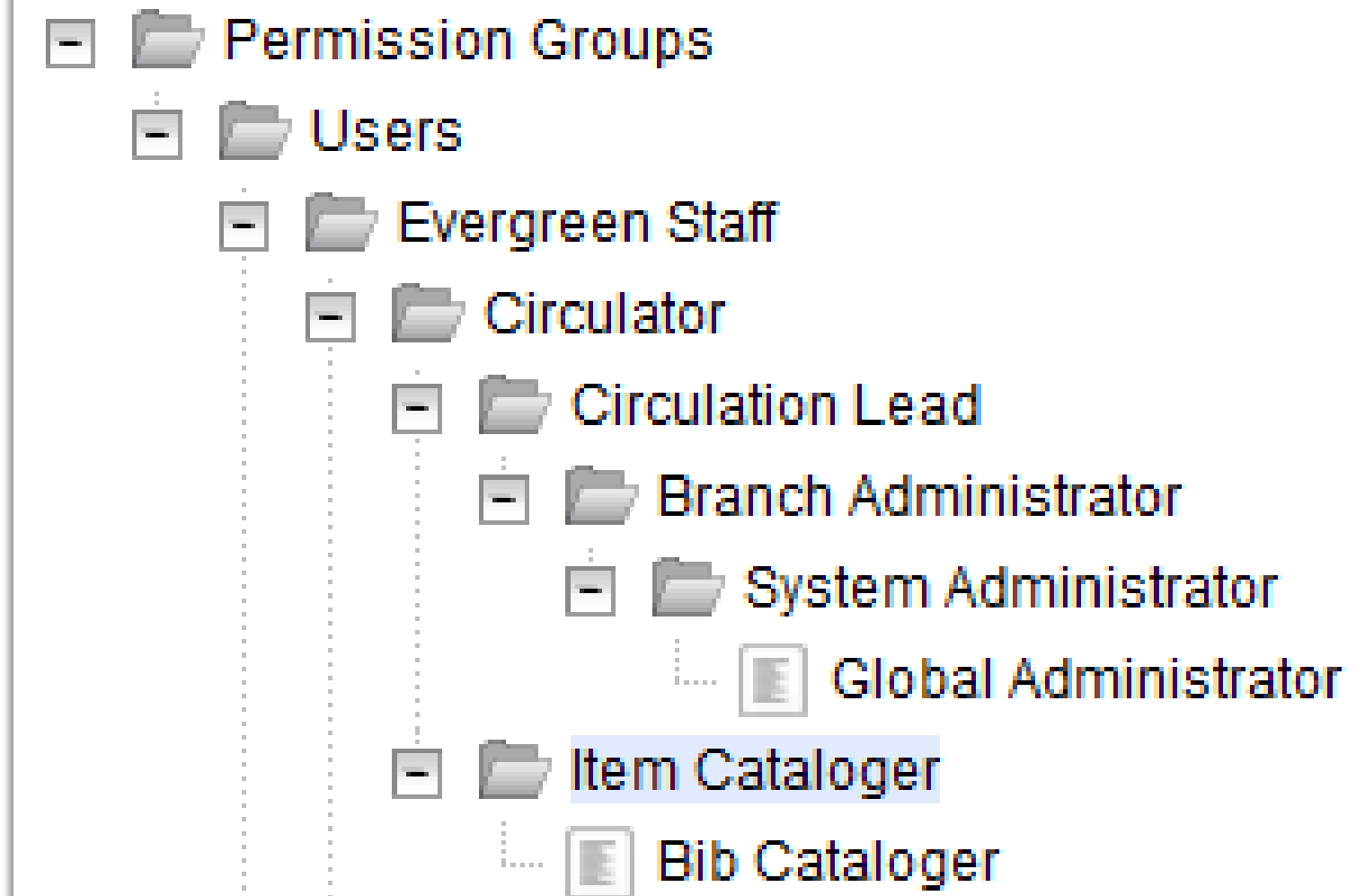
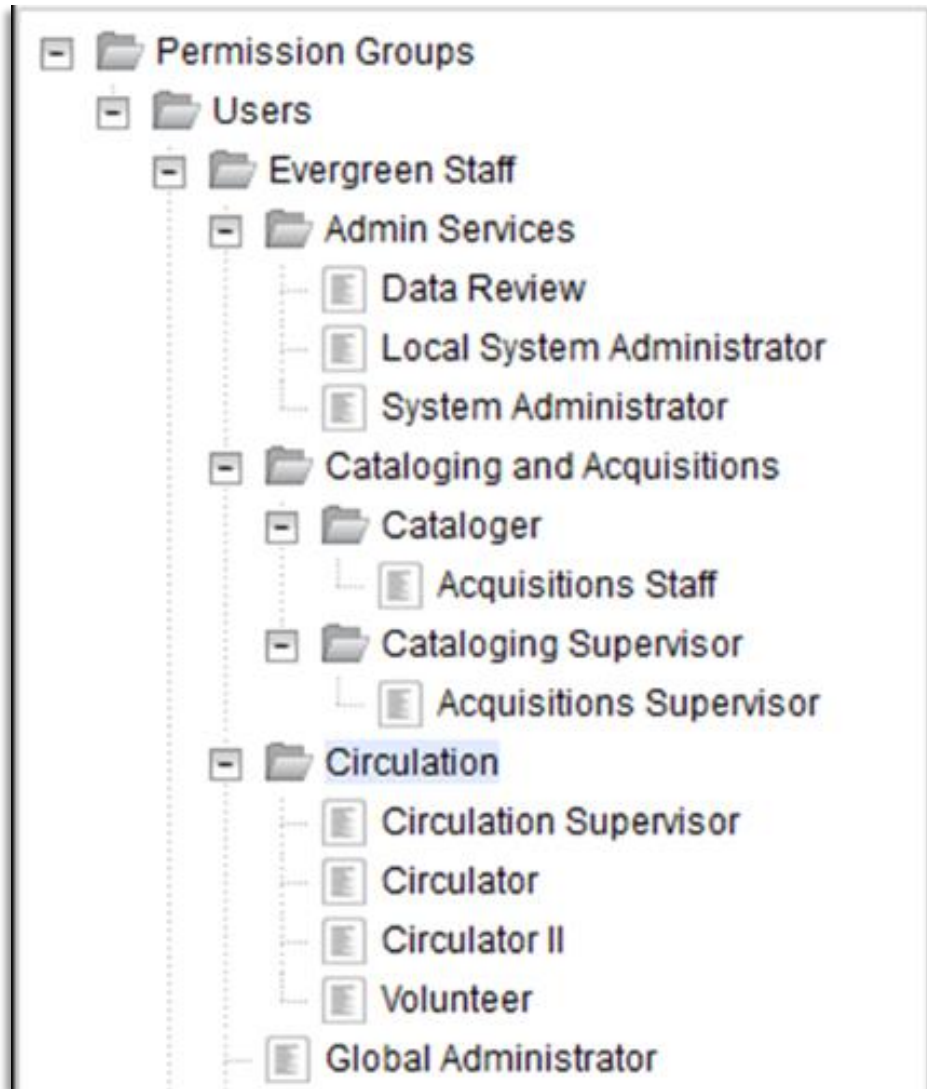
Staff permissions on dev as of noon 6/18/2019



- SLAMs for each library system manage staff login accounts
- Improved accountability and appropriate access to patron data
- Review and document where permissions should be assigned
- Ongoing dialog during and after the project



# Staff Permissions Project



# Staff Education and Training

## **Evergreen 3.1 Upgrade webinar**

[Video](#) posted 8/30/18

(611 views)

## **Circulation Basics webinar**

[Video](#) posted 9/21/18

(732 views)

**Evergreen OPAC Training** (led by  
Debbie Luchenbill, Mobius)

[Video](#) posted 4/11/19

(47 views)

## **Knowledge Books Added / Updated**

[Circulation in Evergreen 3.1](#)

[Troubleshooting Evergreen 3.1](#)

[Administration Manual](#)

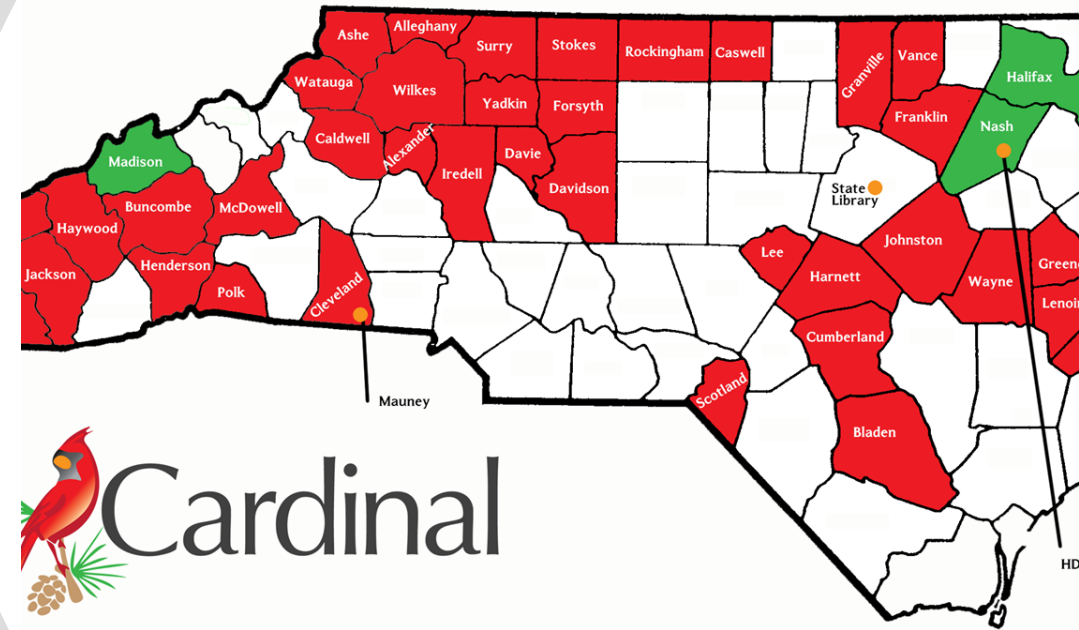
[NC Cardinal Policies](#)

[Acquisitions](#)

[Serials](#)

# 2018-19 Library Migrations

- NC Cardinal project management
- New migration structure
  - Integrated data spreadsheets
  - Basecamp project hub
- Mobius data management
- Migration training led by Debbie Luchenbill (Mobius)





# Halifax County Library System

## Enfield Memorial Library

Enfield, NC

## W.C. Jones Memorial Library

Littleton, NC

## Halifax County Library

Halifax, NC

## Scotland Neck Memorial Library

Scotland Neck, NC

## Weldon Memorial Library

Weldon, NC







# Braswell Memorial Library

Bailey Public Library - Bailey, NC

Braswell Main Library - Rocky Mount, NC

Middlesex Public Library - Middlesex, NC

Spring Hope Public Library - Spring Hope, NC

Whitakers Public Library - Whitakers, NC



# Harold D Cooley Library

Harold D Cooley Public Library - Nashville, NC



Madison County Library – Marshall, NC

Mars Hill Library – Mars Hill, NC

Hot Springs Library – Hot Springs, NC

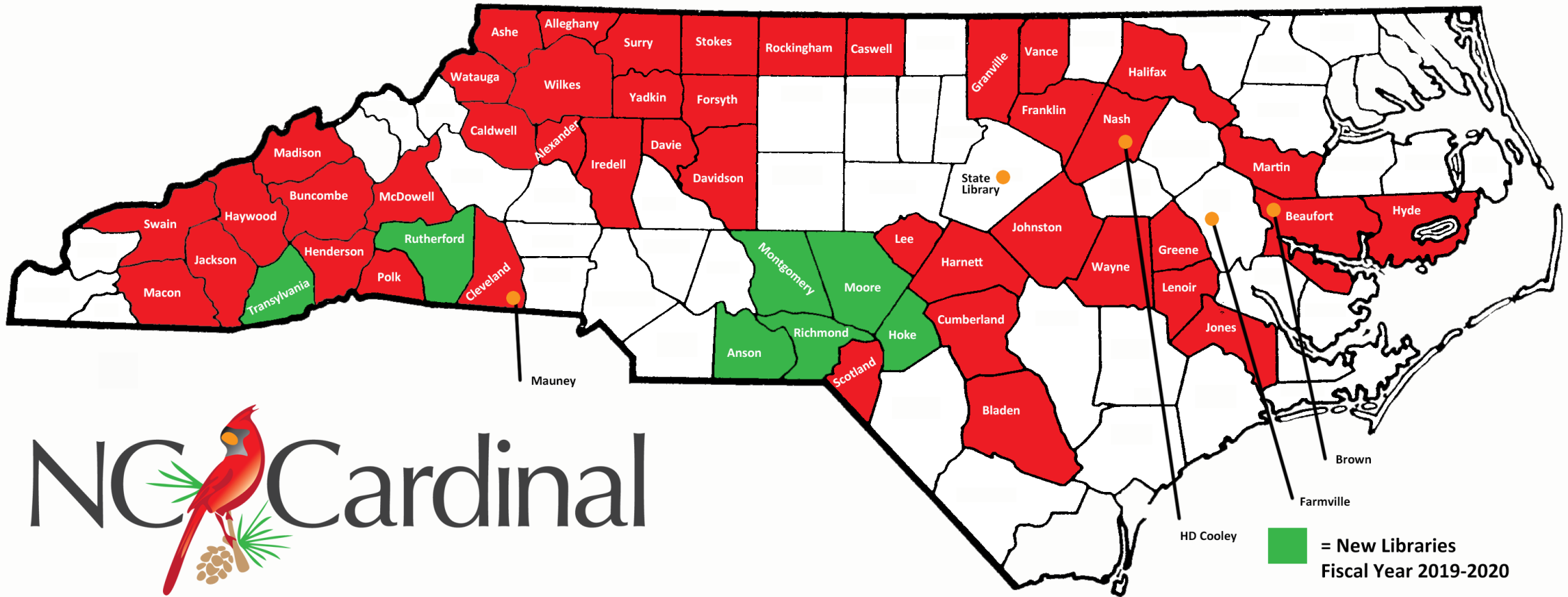
Madison County Public Libraries



Josh Schmanke, July 2016



# Library Migrations in 19-20



43 counties, 4 municipalities, 7 Special Libraries  
164 branches (Out of 407 total)



50 counties, 4 municipalities, 7 Special Libraries  
183 branches







# Rutherford County Public Libraries

Rutherford County Library  
Mountains Branch Library  
Haynes Branch Library



# Transylvania County --- Public Library



# Migration Knowledge Book

---

## 1. How Can a Public Library Join the NC Cardinal Consortium?

## 2. The Migration Timeline

[2.1. Sample Implementation Schedule](#)

[2.2. Migration Conference Calls](#)

## 3. Getting Your Data Ready

[3.1. If You Need To Rebarcode Your Collection](#)

[3.2. Equipment Specifications](#)

[3.3. Preparing for Migration](#)

[3.4. Things To Think About To Prepare For Data Mapping](#)

[3.5. Library Settings Documentation](#)

[3.6. Library Data Mapping Documentation](#)

[3.7. Circulation, Holds, and Workflow Documentation](#)

## 4. Getting Staff Ready

[4.1. Migration Team](#)

[4.2. Training](#)

[4.3. Differences your staff may see migrating to Evergreen](#)

## 5. Getting Patrons Ready

[5.1. Differences your patrons may see migrating to Evergreen](#)

[5.2. Marketing Communication Materials and Timeline](#)

[5.3. Patron Training Materials for Migration](#)

## 6. Offline and Go Live

[6.1. GoLive week for incoming library systems](#)

[6.2. Go Live Checklist](#)

## 7. After the Migration

[7.1. Resource Sharing GoLive](#)



# Cataloging Best Practices



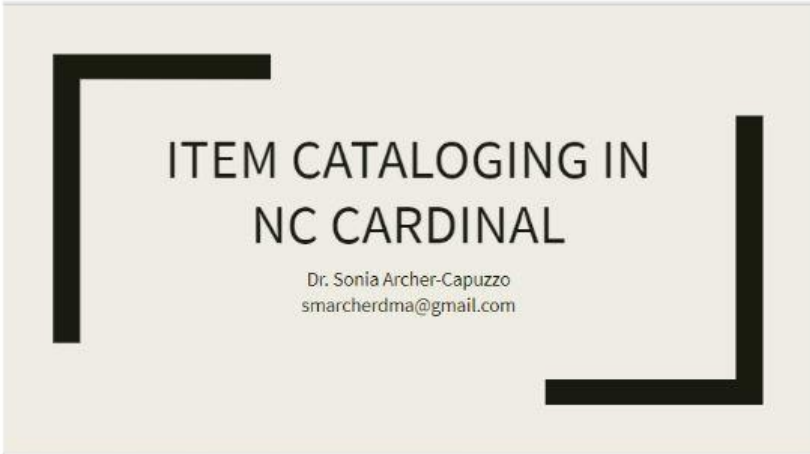
## NC Cardinal Support and Staff Education

[Home](#)  
[Submit a Request](#)  
[Check on a Request](#)  
[Knowledge Books](#)  
    ▶ [Cataloging Best Practices](#)  
        • [Reports in Evergreen](#)  
        • [Circulation in Evergreen 3.1](#)  
        • [Summon Documentation](#)  
        • [Troubleshooting Evergreen 3.1](#)  
        • [Resource Sharing Best Practice Standards](#)  
        • [StudentAccess Initiative](#)  
        • [Offline Transactions](#)  
        • [NC Cardinal Policies](#)  
        • [Administration Manual for Libraries](#)

[Home](#) → [Cataloging Best Practices](#) → [Item Cataloging](#) → Item Cataloging Training Slides & Videos

### 2.2. Item Cataloging Training Slides & Videos

There is now a [video playlist](#) on YouTube for the Item Cataloging Training session taught by Dr. Sonia Archer-Capuzzo on May 16, 2018.



ITEM CATALOGING IN  
NC CARDINAL

Dr. Sonia Archer-Capuzzo  
[smarcherdma@gmail.com](mailto:smarcherdma@gmail.com)

Click on the card (above) to link to the presentation slides.

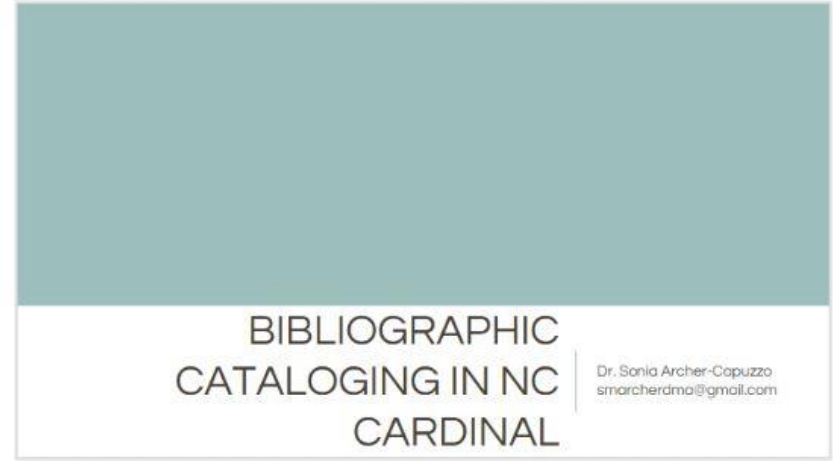


## NC Cardinal Support and Staff Education

[Home](#)  
[Submit a Request](#)  
[Check on a Request](#)  
[Knowledge Books](#)  
    ▶ [Cataloging Best Practices](#)  
        • [Reports in Evergreen](#)  
        • [Circulation in Evergreen 3.1](#)  
        • [Summon Documentation](#)  
        • [Troubleshooting Evergreen 3.1](#)  
        • [Resource Sharing Best Practice Standards](#)  
        • [StudentAccess Initiative](#)  
        • [Offline Transactions](#)  
        • [NC Cardinal Policies](#)  
        • [Administration Manual for Libraries](#)

[Home](#) → [Cataloging Best Practices](#) → [Bibliographic Cataloging](#) → Bibliographic Cataloging Training Slides

### 3.2. Bibliographic Cataloging Training Slides



BIBLIOGRAPHIC  
CATALOGING IN NC  
CARDINAL

Dr. Sonia Archer-Capuzzo  
[smarcherdma@gmail.com](mailto:smarcherdma@gmail.com)

Click on the slide (above) to see this presentation.

**Knowledge Tags**  
[Bibliographic Cataloging](#) / [workshop slides](#) /

# Bibliographic Freeze

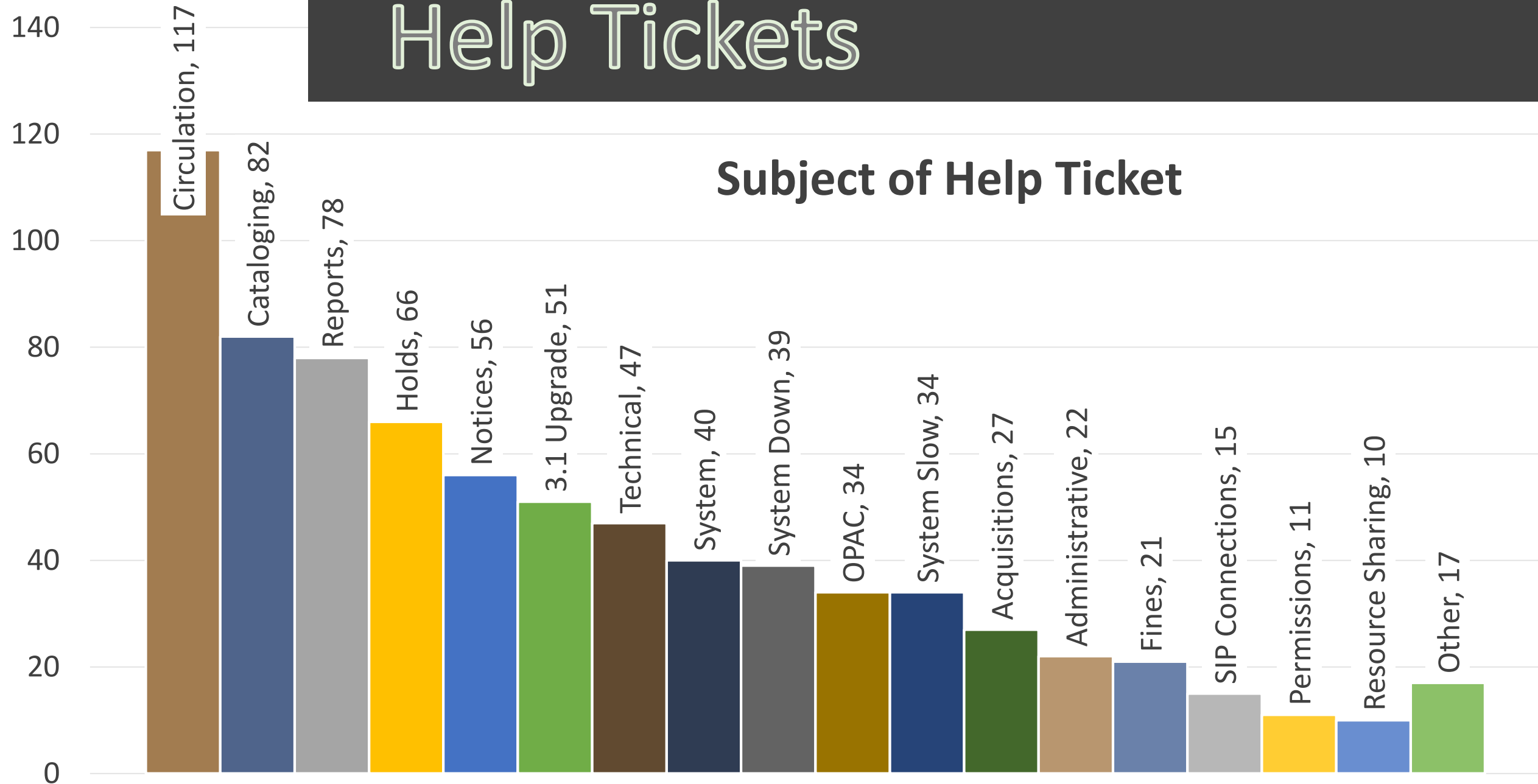
- Editing/Altering Bibliographic Records
- Activate Purchase Orders
- MARC Batch Load
- Authority Linking
- Merging of Bibliographic Records



The Shining (1980)

# Help Tickets

## Subject of Help Ticket



# Incidents Mailing List

nc-cardinal-  
incidents@list.ncmail  
.net

Created in February

For system slowness / outage  
issues

Frees up Announce mailing list  
for more general conversation

Still a good idea to submit urgent  
ticket after business hours

# Print Notices Project

## Purpose

- To streamline Print Notice Templates used by systems throughout the consortium
- Provide information on notices in Knowledge Book regarding possible options and guidelines for requested notice customizations
- Delivery of notices to a cleaner and organized folder



# Old Print Notice Location

<https://nccardinal.org/notices/>

---

## Printable Overdue Notices















- [Alexander County Library](#)
- [Alleghany Public Library](#)
- [Anderson Creek Public Library](#)
- [Anderson Creek School Media Center](#)
- [Angier Public Library](#)
- [Ashe County](#)
- [Bath Community Library](#)
- [Belhaven Public Library](#)
- [BHM Headquarters Library](#)
- [BHM Outreach](#)
- [Black Mountain](#)
- [Boone Trail Branch](#)
- [Boonville Community Public Library](#)
- [Broadway Branch](#)
- [Brown Library System](#)
- [Buncombe](#)
- [Buncombe County Law](#)
- [Bunn](#)
- [Canton Library](#)
- [Charles H. Stone Memorial Library](#)
- [Cleveland](#)
- [Coats Public Library](#)
- [Cooleemee](#)
- [Cumberland](#)
- [Danbury Public Library](#)

## Alexander County Library Printable Overdue Notices

- [alexander-overdue-2019-04-15.pdf](#)
- [alexander-overdue-2019-04-14.pdf](#)
- [alexander-overdue-2019-04-13.pdf](#)
- [alexander-overdue-2019-04-12.pdf](#)
- [alexander-overdue-2019-04-11.pdf](#)
- [alexander-overdue-2019-04-09.pdf](#)
- [alexander-overdue-2019-04-08.pdf](#)
- [alexander-overdue-2019-04-07.pdf](#)
- [alexander-overdue-2019-04-06.pdf](#)
- [alexander-overdue-2019-04-05.pdf](#)
- [alexander-overdue-2019-04-04.pdf](#)
- [alexander-overdue-2019-04-03.pdf](#)
- [alexander-overdue-2019-04-01.pdf](#)

# New Print Notice Location

<https://nccardinal.org/notices/new/>

 <a href="#">Parent Directory</a>		-
 <a href="#">alexander/</a>	2019-07-30 05:07	-
 <a href="#">appalachian/</a>	2019-07-31 05:10	-
 <a href="#">bhm/</a>	2019-07-31 05:10	-
 <a href="#">braswell/</a>	2019-07-31 05:10	-
 <a href="#">brown/</a>	2019-07-31 05:10	-
 <a href="#">buncombe/</a>	2019-07-31 05:10	-
 <a href="#">caldwell/</a>	2019-07-31 05:10	-
 <a href="#">caswell/</a>	2019-07-31 05:10	-
 <a href="#">ccls/</a>	2019-07-31 05:10	-
 <a href="#">cooley/</a>	2019-07-28 05:09	-
 <a href="#">davidson/</a>	2019-07-31 05:10	-
 <a href="#">davie/</a>	2019-07-31 05:10	-
 <a href="#">farmville/</a>	2019-07-31 05:10	-

## NCCardinal - Printable Overdue Notice Letters

Click filename below to access notices. Adobe Acrobat Reader is required.

### Ashe County Public Library

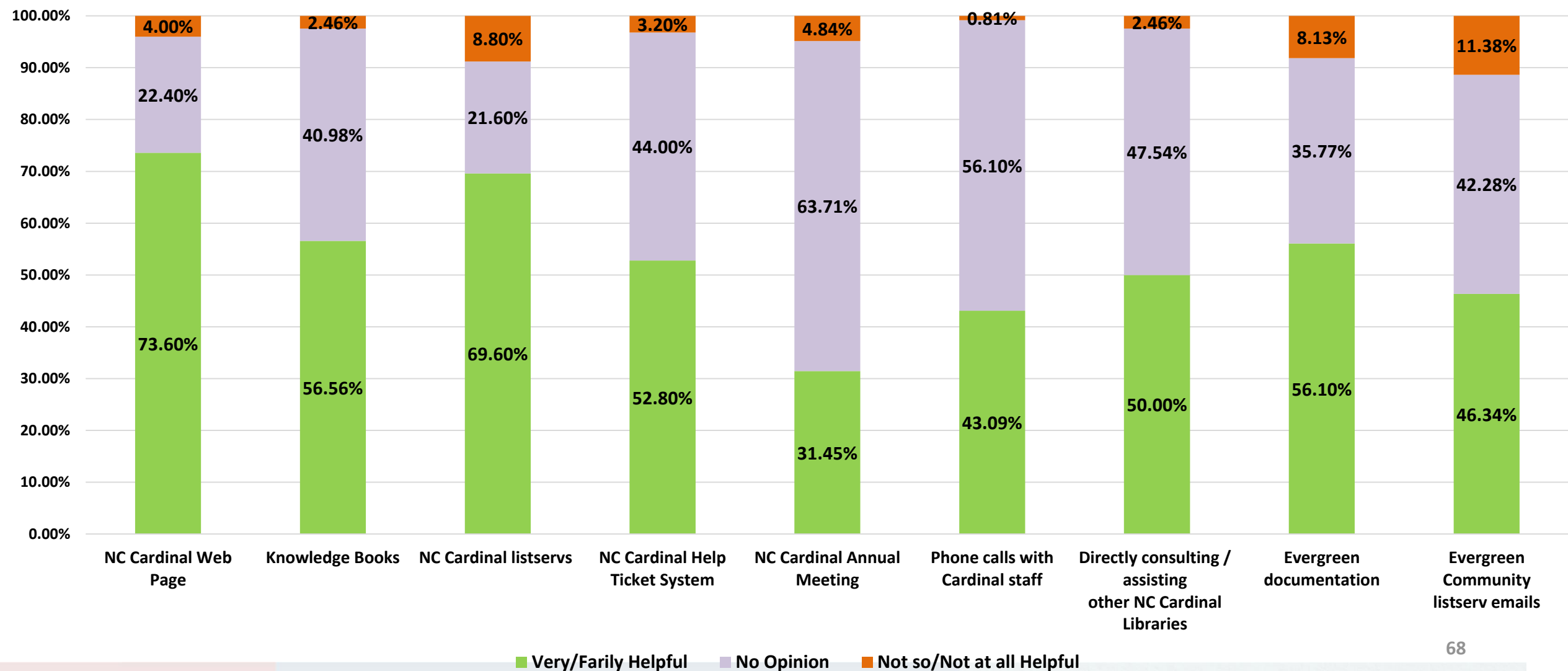
[APPALACHIAN ashe-14 Day Overdue Print Notice-2019-06-29.pdf](#)  
[APPALACHIAN ashe-14 Day Overdue Print Notice-2019-06-30.pdf](#)  
[APPALACHIAN ashe-14 Day Overdue Print Notice-2019-07-03.pdf](#)  
[APPALACHIAN ashe-14 Day Overdue Print Notice-2019-07-05.pdf](#)  
[APPALACHIAN ashe-14 Day Overdue Print Notice-2019-07-06.pdf](#)  
[APPALACHIAN ashe-14 Day Overdue Print Notice-2019-07-07.pdf](#)  
[APPALACHIAN ashe-14 Day Overdue Print Notice-2019-07-09.pdf](#)  
[APPALACHIAN ashe-14 Day Overdue Print Notice-2019-07-10.pdf](#)  
[APPALACHIAN ashe-14 Day Overdue Print Notice-2019-07-11.pdf](#)  
[APPALACHIAN ashe-14 Day Overdue Print Notice-2019-07-12.pdf](#)  
[APPALACHIAN ashe-14 Day Overdue Print Notice-2019-07-14.pdf](#)  
[APPALACHIAN ashe-14 Day Overdue Print Notice-2019-07-16.pdf](#)  
[APPALACHIAN ashe-14 Day Overdue Print Notice-2019-07-17.pdf](#)  
[APPALACHIAN ashe-14 Day Overdue Print Notice-2019-07-20.pdf](#)  
[APPALACHIAN ashe-14 Day Overdue Print Notice-2019-07-23.pdf](#)  
[APPALACHIAN ashe-14 Day Overdue Print Notice-2019-07-24.pdf](#)



# Annual Staff Survey

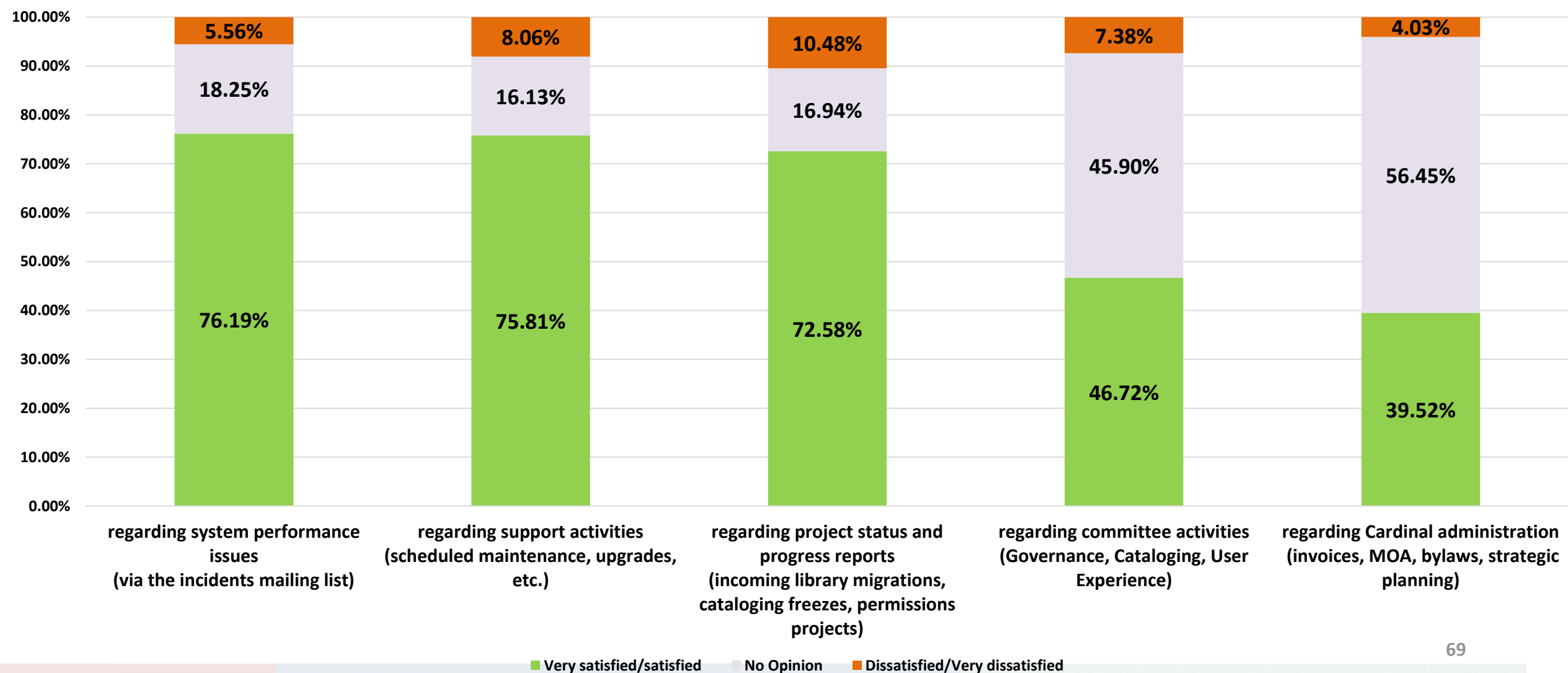
# Annual Staff Survey

## Useful Communication Sources



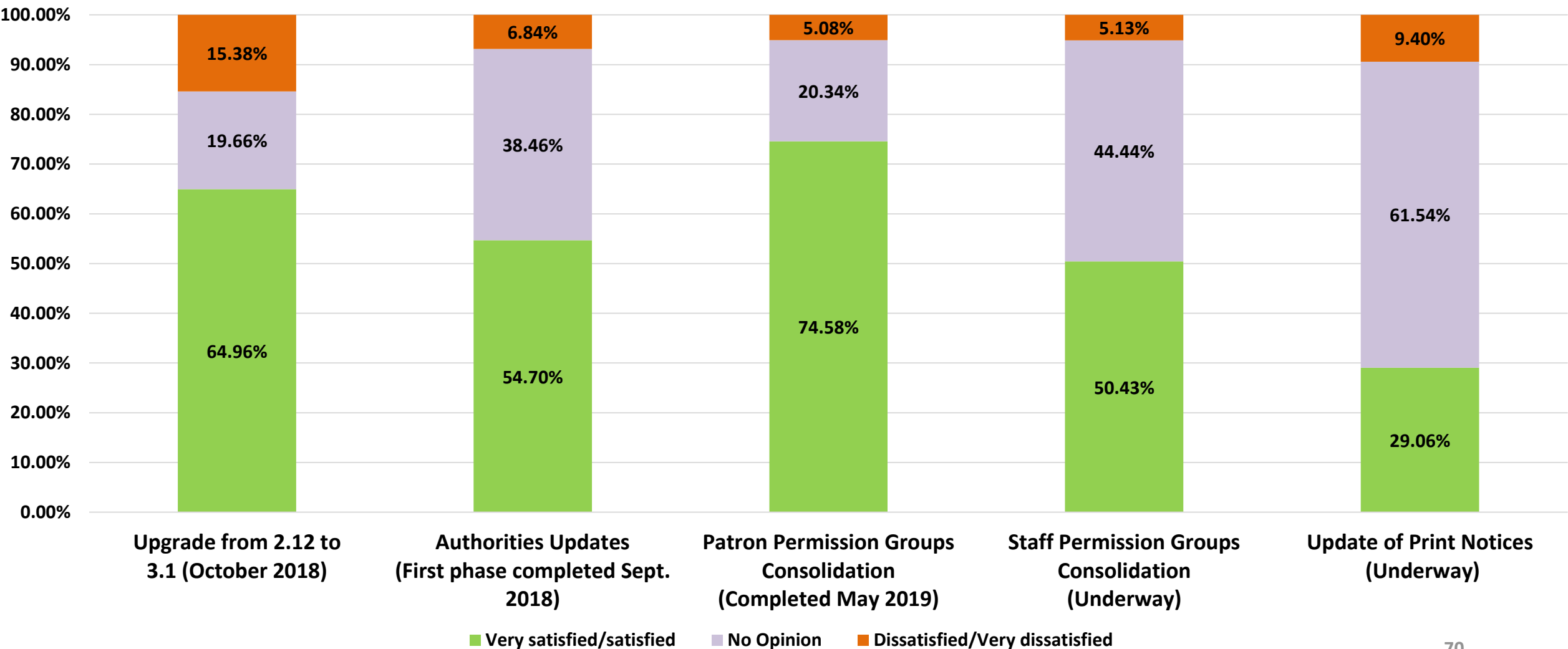
# Annual Staff Survey

## Communcation within NC Cardinal



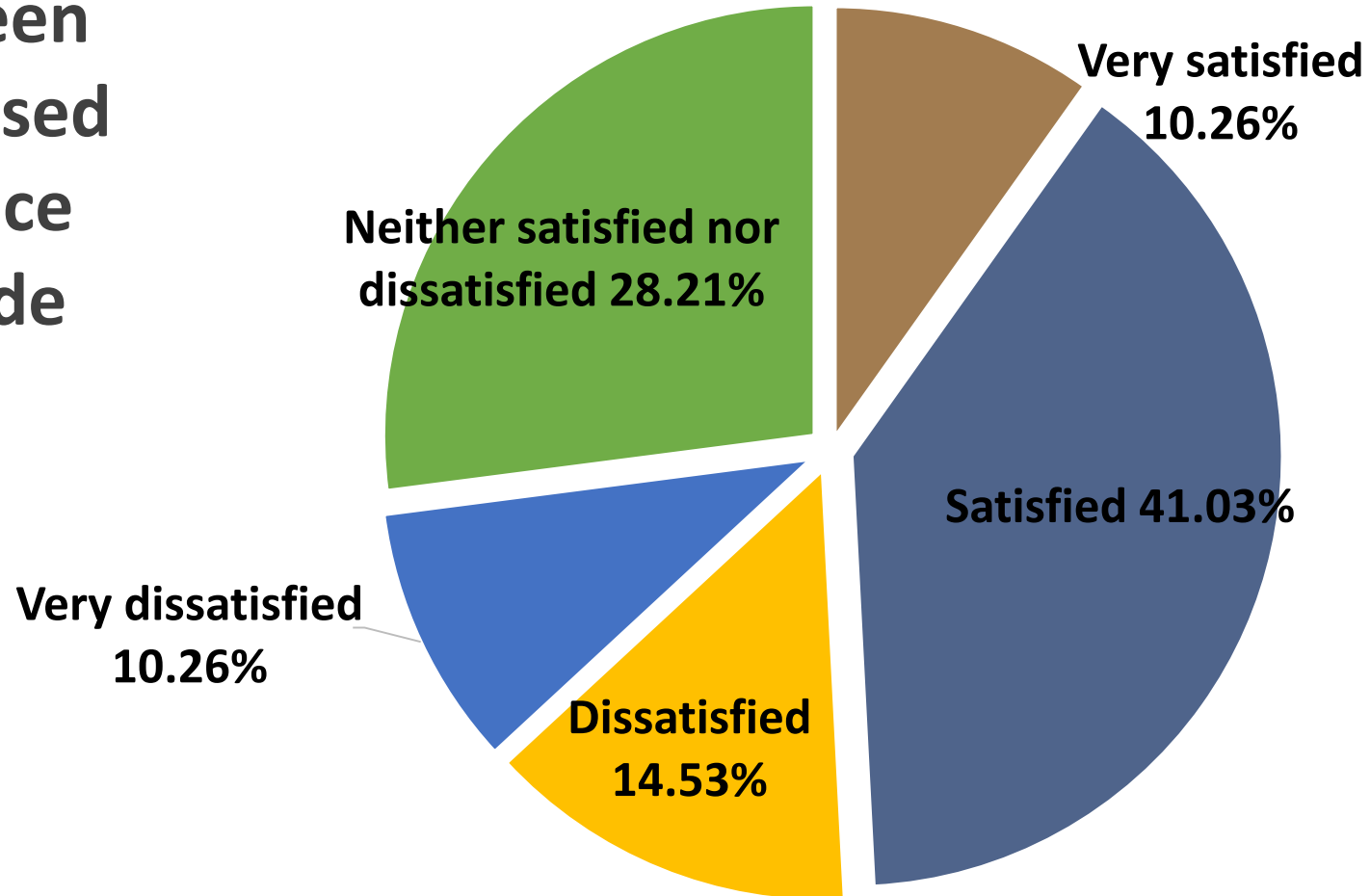
# Annual Staff Survey

## Cardinal Projects



# Annual Staff Survey

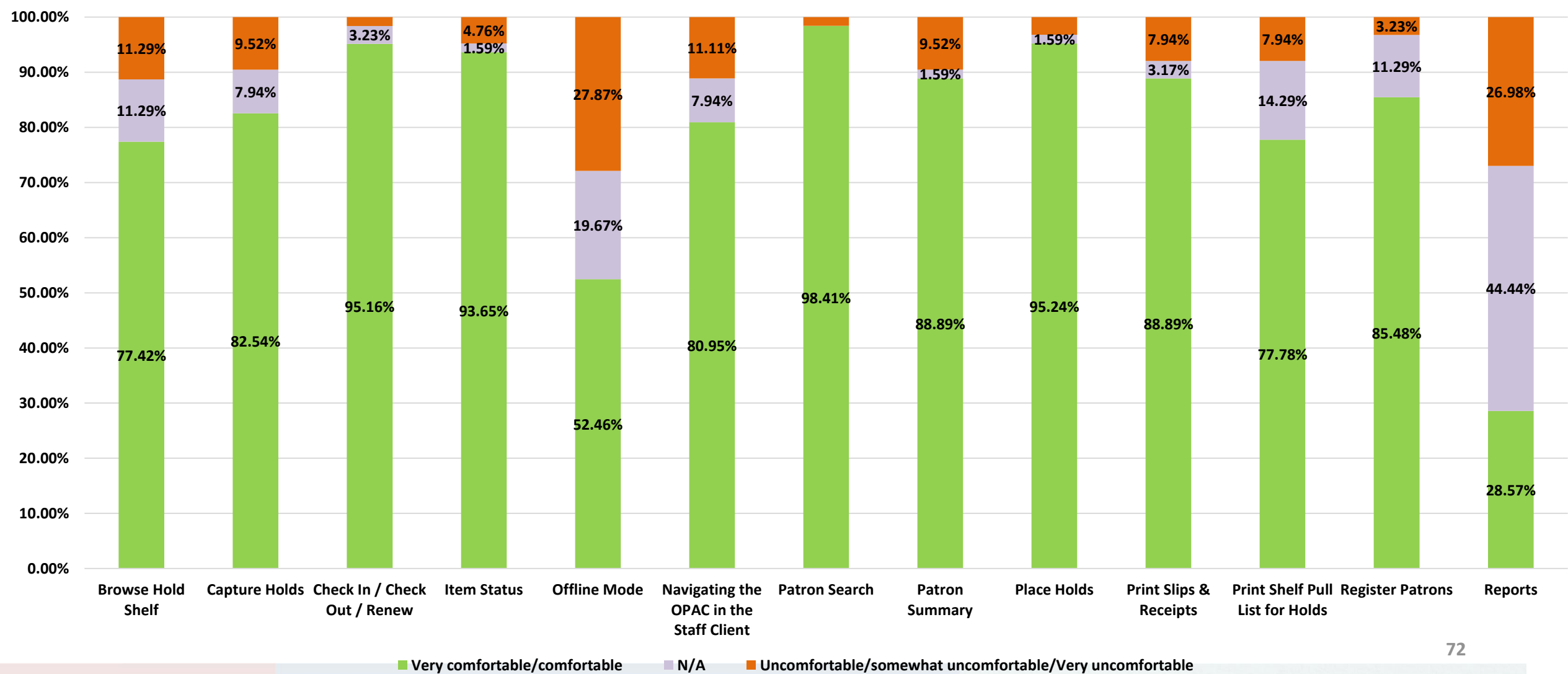
## Evergreen Web-based Interface Upgrade





# Annual Staff Survey

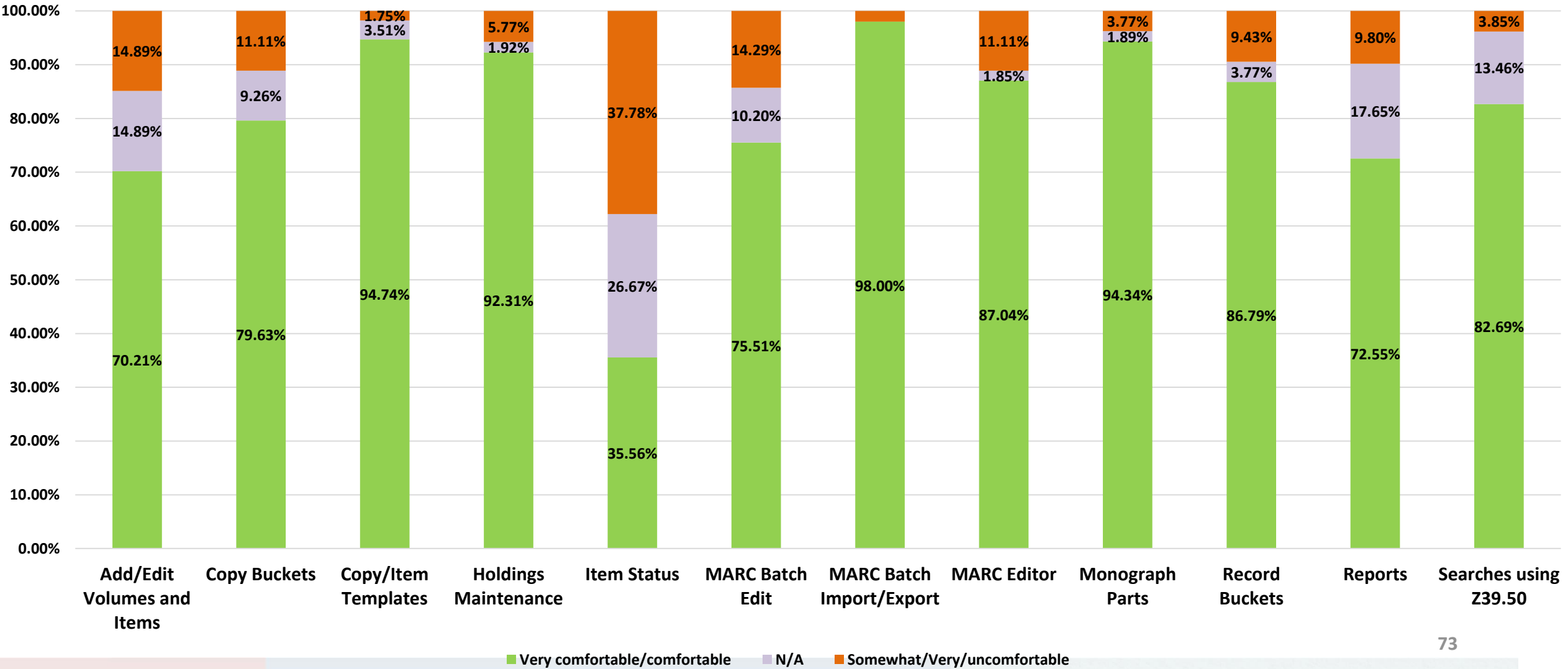
## Circulation Duties





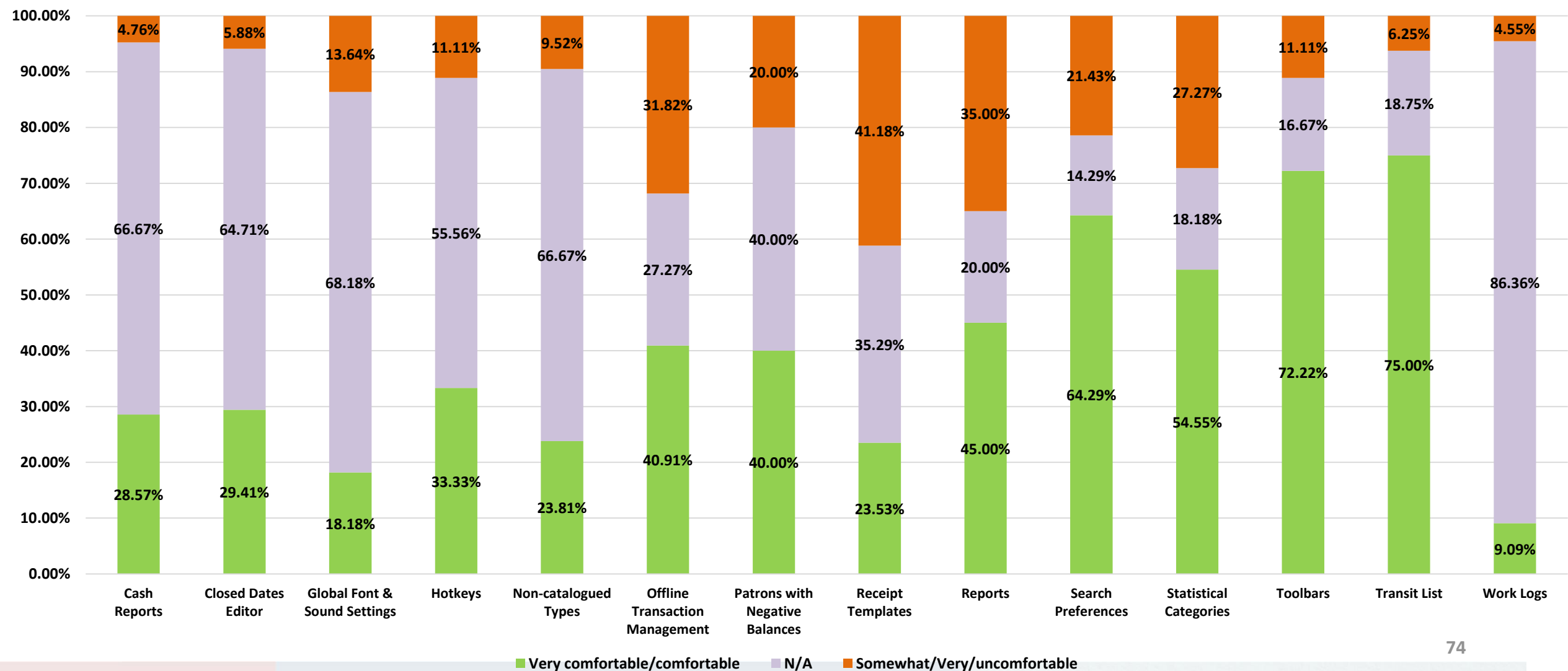
# Annual Staff Survey

## Cataloging Duties



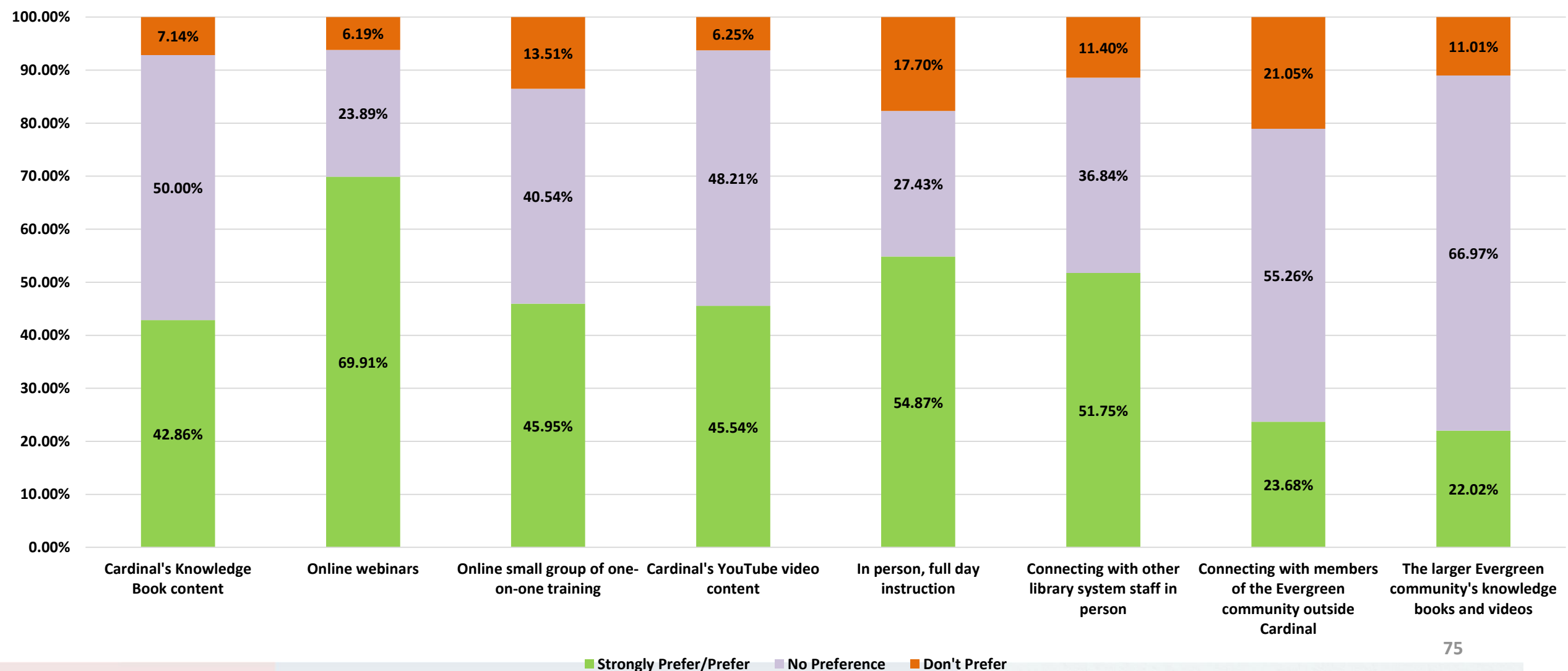
# Annual Staff Survey

## Administrative Duties



# Annual Staff Survey

## Training and Education Preferred Mechanisms



# Open Responses

What kind of impact has resource sharing had on your library?

- Increased circulation and mostly happy patrons getting more stuff from other libraries. (Mostly happy b/c they don't like waiting, lol.)
- It greatly expands the options for our homebound patrons
- Game changer
- A super service for patrons
- Advantageous in meeting patron requests.
- More work. Slow production.

# Open Responses

What training would you find helpful for learning about cataloging related tasks?

- Youtube videos have been very good.
- Any kind of in-person training or a webinar.
- Web training on Cataloging & Acquisitions
- For the staff, I think a very basic training would serve us better.
- more frequent cataloging forums so we can share ways that we do work
- Authorities training, reports, batch uploads are still an issue, Acquisitions

# Open Responses

What training would be most valuable to prepare you for cataloging in the web client?

- Any kind of in-person training or a webinar.
- Ability to try things out (practice) before we go live.
- Training videos would be great - Could access one when a task comes up that you don't normally do
- An initial introduction and demonstration would be helpful.
- A walk through of the cataloging portion of the web client, as well as changes in reports

# Open Responses

What are the top improvements, changes or additions you'd like to see the NC Cardinal team focus on?

- Webby client issues (speed/intermittent slowness, more intuitive)
- Reports (training, less work, easier to create)
- Searchability improvement (title searching, search hints)
- Training (webinars, in-person, documentation)



# Proposed Bylaw Changes



# Proposed Bylaw Changes

## **Section 5: Amendment of Bylaws**

The NC Cardinal Bylaws may be amended at any time by a two-thirds ( $\frac{2}{3}$ ) majority of vote of Member Libraries. Thirty (30) days prior written notice shall be given to Member Libraries of any proposed amendment. Proposed amendments may originate from the NC Cardinal membership with signatures from one-third ( $\frac{1}{3}$ ) of the Member Libraries.

The Bylaws shall be reviewed every two (2) years by the NC Cardinal Governance Committee at the beginning of new Committee appointments. The Committee shall recommend any modifications and submit the Bylaws for review and renewal to the Member Libraries with thirty (30) days written notice for a vote to extend or rescind the agreement.

# Section 2e: Default

## Current Language

A violation of any provision, policy, or requirement that is not corrected by the Member Library within sixty (60) days after written notice by the State Library will constitute default under the terms of their NC Cardinal Memorandum of Agreement and these Bylaws, subject to the terms and conditions of the Memorandum of Agreement.

## Proposed Language

A violation of any provision, policy, or requirement that is not corrected by the Member Library within sixty (60) days after written notice by the State Library will constitute default under the terms of their **executed** NC Cardinal Memorandum of Agreement and these Bylaws, subject to the terms and conditions of the Memorandum of Agreement.

# Section 2f: Electronic Balloting

## Current Language

At the discretion of the State Library or by a consensus vote of the Governance Committee, electronic balloting may be employed. Notice of issues for electronic ballot must be electronically emailed to each member of the Governance Committee no less than one (1) week prior to the designated “ballot start time.” Electronic balloting may proceed after approval by the Governance Committee.

## Proposed Language

At the discretion of the State Library or by a consensus vote of the Governance Committee, electronic balloting may be employed **for consortium-wide votes**. Notice of issues for electronic ballot must be electronically emailed to each member of the Governance Committee no less than one (1) week prior to the designated “ballot start time.” Electronic balloting may proceed after approval by the Governance Committee.

# Section 3a: Number and Composition

## Current Language

The Governance Committee shall consist of five (5) members from participating NC Cardinal Libraries and two (2) members from the State Library: the NC Cardinal Program Manager and a representative from the Library Development Section. Governance Committee members must be selected from the Senior Management staff of Member Libraries.

NC Cardinal Member Library representation on the Governance Committee shall be composed of:

- one (1) member from a Municipal library;
- one (1) member from a County library;
- one (1) member from a Regional library; and
- two (2) members at large.

## Proposed Language

The Governance Committee shall consist of five (5) members from participating NC Cardinal Libraries and two (2) members from the State Library: the NC Cardinal Program Manager and a representative from the Library Development Section. Governance Committee members must be selected from the Senior Management staff of Member Libraries.

NC Cardinal Member Library representation on the Governance Committee shall be composed of:

- one (1) member from a Municipal library;
- one (1) member from a County library;
- one (1) member from a Regional library; and
- two (2) members at large.

**If the requirement for a member from at least one of each library type is unable to be filled, a temporary member could be added for a one year term, until the next election of members.**

# Section 3e: Vacancies

## Current Language

Vacancies on the Governance Committee shall be filled by appointment by the Governance Committee until the next election of members.

## Proposed Language

Vacancies on the Governance Committee shall be filled by appointment by the Governance Committee until the next election of members. **Appointments are for the remainder of the replaced member's term.**

# Section 3f: Meetings of the Governance Committee

## Current Language

The Governance Committee shall hold at least two meetings per year, with other meetings scheduled as needed. At least thirty (30) days in advance, the General Membership shall be notified of Governance Committee meetings.

Governance Committee meetings are closed and attendance is limited to Committee members, administrative staff of Member Libraries, and invited guests.

Additional meetings may be scheduled:

- at the request of the State Library;
- at the request of two Governance Committee members; or
- upon receipt of a written request signed by at least fifty (50) percent of the membership.

At least one (1) annual meeting will be held for the General Membership. Members will be notified at least thirty (30) days in advance of the annual meeting. Minutes of meetings shall be kept and distributed to the membership.

## Proposed Language

The Governance Committee shall hold at least two meetings per year, with other meetings scheduled as needed. At least thirty (30) days in advance, the General Membership shall be notified of Governance Committee meetings.

Governance Committee meetings are closed and attendance is limited to **Governance** Committee members, **designated representatives of member library systems** and invited guests.

Additional meetings may be scheduled:

- at the request of the State Library;
- at the request of two Governance Committee members; or
- upon receipt of a written request signed by at least fifty (50) percent of the membership.

At least one (1) annual meeting will be held for the General Membership. Members will be notified at least thirty (30) days in advance of the annual meeting. Minutes of meetings shall be kept and distributed to the membership.

# Section 4: Creation of Working Committees

## Current Language

Category-specific NC Cardinal task forces/committees, for example Cataloging or Resource Sharing, will submit recommendations for approval to the Governance Committee. These recommendations will be voted upon for implementation. Voting will adhere to the procedures as outlined Section 3i of these Bylaws.

## Proposed Language

Category-specific NC Cardinal task forces/committees, for example Cataloging or **User Experience**, will submit recommendations for approval to the Governance Committee. These recommendations will be voted upon for implementation. Voting will adhere to the procedures as outlined Section 3i of these Bylaws.



# Section 4a: Creation of Working Committees

## Current Language

Recommendations for new committees are submitted by NC Cardinal Member Libraries directly to NC Cardinal Program Staff or the NC Cardinal Governance Committee. Requests for project- or category-specific committees will be vetted and approved by the NC Cardinal Governance Committee. Committee member nominations will be solicited from Member Library Directors. Final member selections will be determined by NC Cardinal Program Staff according to the following composition:

1. at least one (1) member from a Municipal library;
2. at least one (1) member from a County library;
3. at least one (1) member from a Regional library; and
4. other members by level of expertise in the project- or category-specific area.

## Proposed Language

Recommendations for new committees are submitted by NC Cardinal Member Libraries directly to NC Cardinal Program Staff or the NC Cardinal Governance Committee. Requests for project- or category-specific committees will be vetted and approved by the NC Cardinal Governance Committee. Committee member nominations will be solicited from Member Library Directors. Final member selections will be determined by NC Cardinal Program Staff according to the following composition:

1. at least one (1) member from a Municipal library;
2. at least one (1) member from a County library;
3. at least one (1) member from a Regional library; and
4. other members by level of expertise in the project- or category-specific area.

**If the requirement for a member from at least one of each library type is unable to be filled, a temporary member could be added for a one year term, until the next election of members.**



# Governance Committee Nominations & Vote

# Governance Committee Elections

NC Cardinal Bylaws require that the Governance Committee have at least one representative from each of the different library types present in the consortium: regional libraries, county libraries and municipal libraries.

Other than the Head of Library Development at the State Library and the NC Cardinal Program Manager (a non-voting member) the remaining two members of the Governance Committee are members at large, and do not have to come from a specific library type.



# Governance Committee Elections

## Nominations:

### Municipal Library Candidates: (Select One)

**David Miller**                      Director, Farmville Public Library

### Member at Large Library Candidates: (Select Two)

**Marlan Brinkley**              Director, McDowell County Public Library

**Shane Green**                  Circulation Supervisor, Haywood County Public Library

**Beth List**                        Director, Lee County Libraries



# Lunch & Voting



# Topics For Discussion

# Topics For Discussion

The topic is resource sharing items being checked out to accounts that grant an abnormally long check out period and whether that should be allowed. I'll give you the scenario we recently encountered to give you a better idea of what I mean:

There was a picture book that we owned that was needed for a summer reading program. This copy had recently been requested, pulled, and shipped to Library B to fill a hold. The hold was placed using Library B's generic children's staff account (no specific person's name was attached to the account) and material checked out to that account is given an automatic extended check out period of three months. My branch staff here called me when they saw that this book which was checked out in May wasn't due back until August, much too late for their summer reading program. I contacted Library B and asked them when their actual program would be and it was indeed past the date of our program, but not all the way into August, and I placed another hold on the title to try and get it for our branch. You can imagine, though, how frustrated the branch staff here were.

So, my question is does NC Cardinal have a policy in place that dictates that resource sharing materials cannot be checked out for abnormally long periods and/or to accounts that automatically allow for this? In my previous library, this is why we did not let our Adult Outreach department to receive and checkout resource sharing materials because their patrons get it for an extended loan period. If there's not an official policy already in place?



# Topics For Discussion

## Replacing Lost or Damaged Materials Shared Through Resource Sharing

When we send material out it is with the understanding that we will get that item back in the same condition. If the item is lost or damaged, we do not get the item back but the other system gets to keep the money for the item. I am not suggesting that we start sending money back and forth but that an effort should be made to replace the item. Of course, if it is an older item (something that might be weeded) or would place an undue hardship on a patron then a discussion with the lending library should happen.

## Materials Shared In Poor Condition

It is amazing to me that some items we borrow from Cardinal libraries come to us in such poor condition. We have had paperbacks that we have to rubber band together just to try and keep all the pages together to check out to our patron. We have a trained book repair staff member, so could we fix that type of item with a little more than rubber bands to give the item a greater chance to be returned by our patron with all the parts? I don't mind spending the cost of the staff time or the glue, etc. to check out items to our patrons.

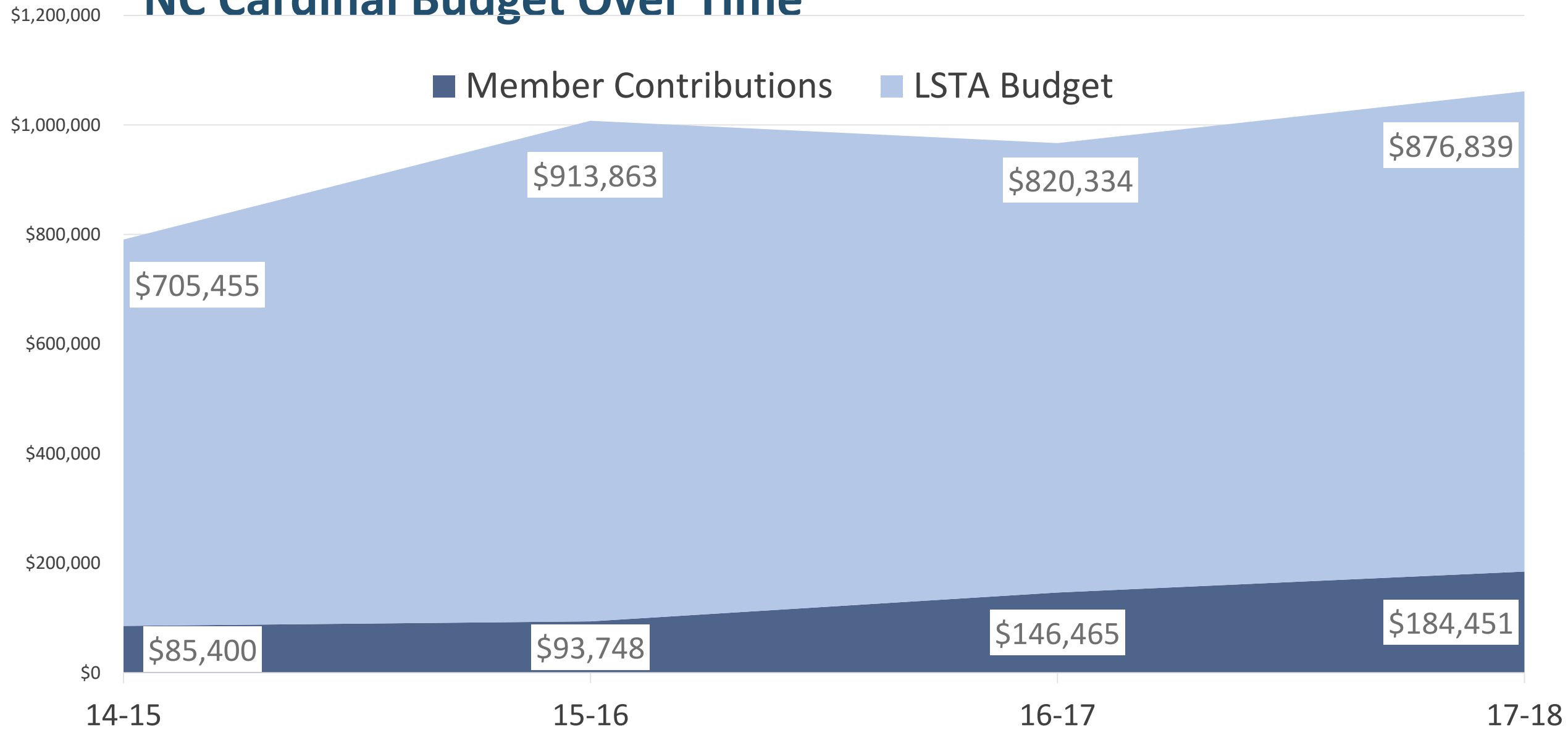


# Cardinal Financial Model Discussion

## NC Cardinal Budget Over Time

Fiscal Year	14-15	15-16	16-17	17-18
Member Libraries	22	27	31	33
Financial Contributors	10	14	20	24
Member Contributions	\$85,400	\$93,748	\$146,465	\$184,451
LSTA Budget	\$705,455	\$913,863	\$820,334	\$876,839

# NC Cardinal Budget Over Time



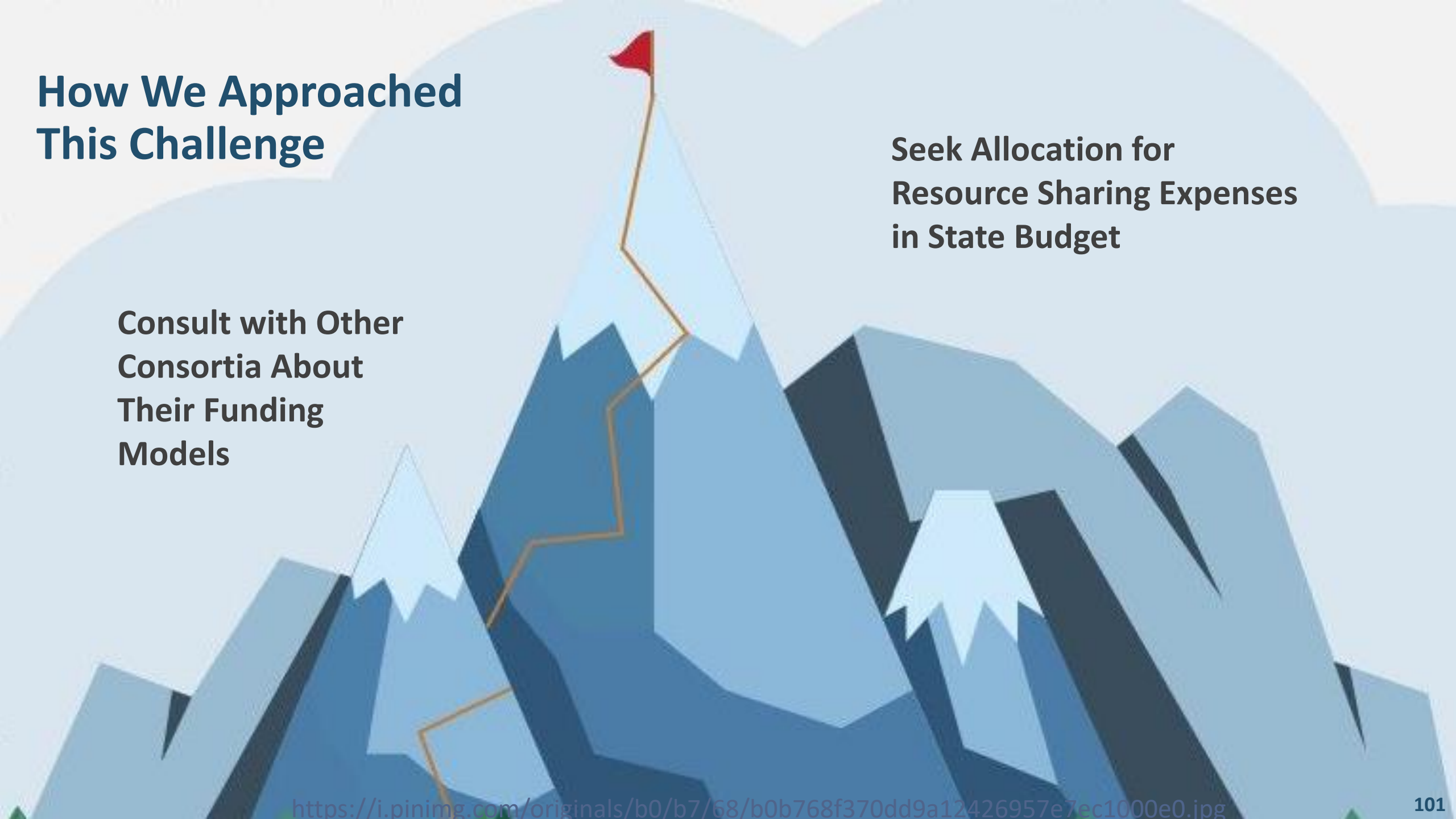
# NC Cardinal Budget Allocations

Allocation	15-16		16-17		17-18	
Salaries	\$250,499	33%	\$221,420	30%	\$285,409	34%
Resource Sharing	\$278,735	37%	\$330,031	44%	\$377,017	45%
Travel & Meetings	\$20,798	3%	\$14,864	2%	\$21,945	3%
Services	\$69,171	9%	\$18,668	2%	\$71,388	9%
Subscriptions	\$132,853	18%	\$162,881	22%	\$82,451	10%
Migrations	\$234,829		\$167,352		\$44,676	
Contributions from libraries	\$93,748		\$146,465		\$184,451	
Total Program Budget	\$1,080,634		\$1,061,680		\$1,067,336	

# NC Cardinal Operating Costs

As Is	15-16	16-17	17-18
Only Hosting and Support \$	\$226,601	\$309,346	\$266,902
Only Hosting and Support %	21%	29%	25%
Proposed	15-16	16-17	17-18
All Operating Costs \$	\$316,571	\$342,877	\$360,234
All Operating Costs %	29%	32%	34%
Salaries	23%	21%	27%
Resource Sharing	26%	31%	35%

# How We Approached This Challenge

A stylized illustration of a mountain range with various shades of blue and white. A winding orange path leads from the bottom left towards the top center, where a red flag is planted on a peak. The background is a light blue sky with soft white clouds.

**Consult with Other  
Consortia About  
Their Funding  
Models**

**Seek Allocation for  
Resource Sharing Expenses  
in State Budget**



# A Few Logistics of Designing a Financial Model



**Data that is factored into the model has to be available in time for Estimate Invoices at beginning of year**

- **Collection Size**
- **Annual Circulation**
- **State Aid Model:**
  - Per Capita Income**
- **Count of Branches**
- **Cardinal Operating Budget**
- **Other Factors?**

# Our Current Financial Model

## Shared ILS Costs Calculations:

Total Consortial Costs	\$241,315
- Total Branch Costs	-\$147,000
= Shared ILS Costs	= \$94,315

## Library System Costs:

Library's Portion of Branch Costs

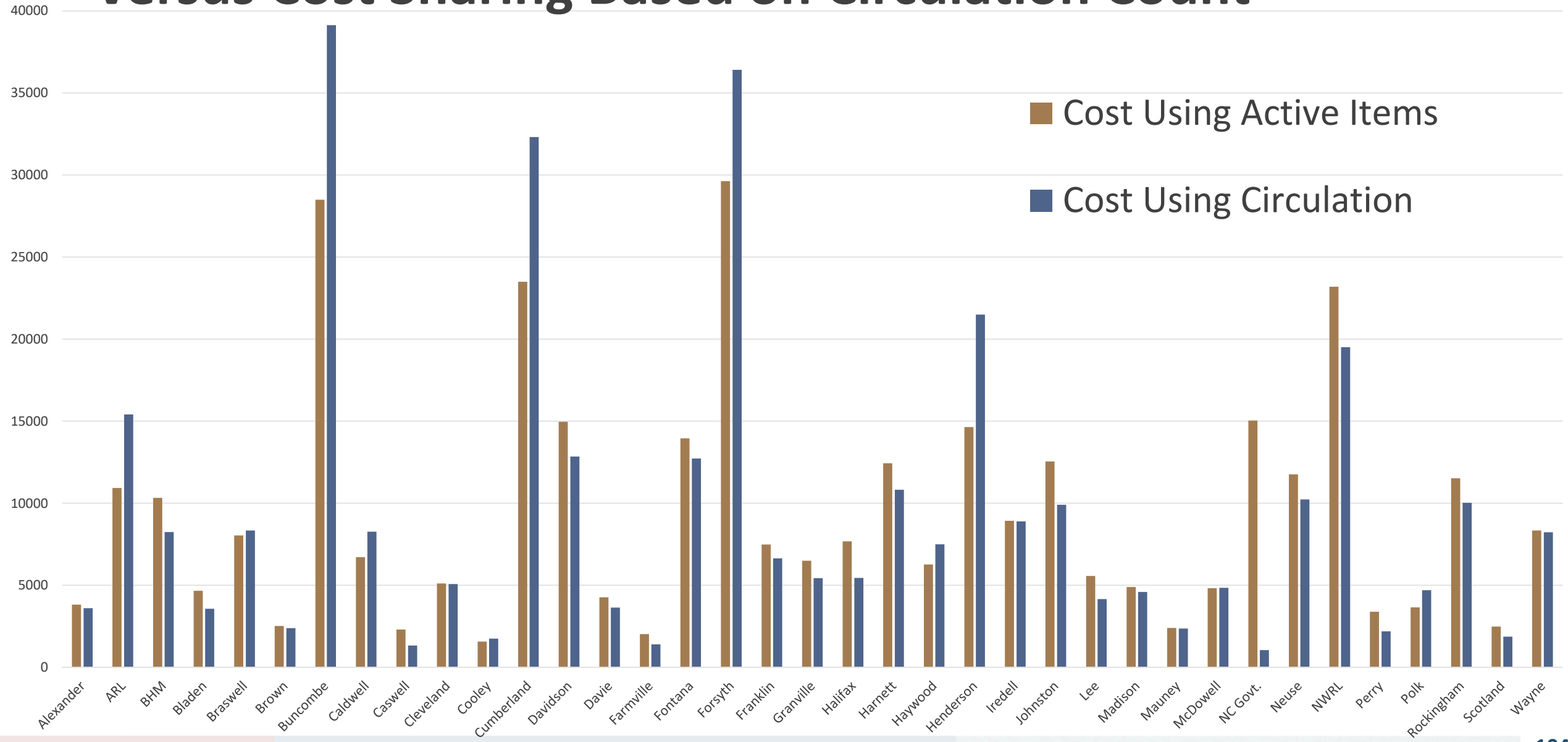
(Number of Qualifying Branches x Cost per Branch)

+ Library's Portion of Shared ILS Costs

(% of Total ILS Active Items x Shared ILS Costs)

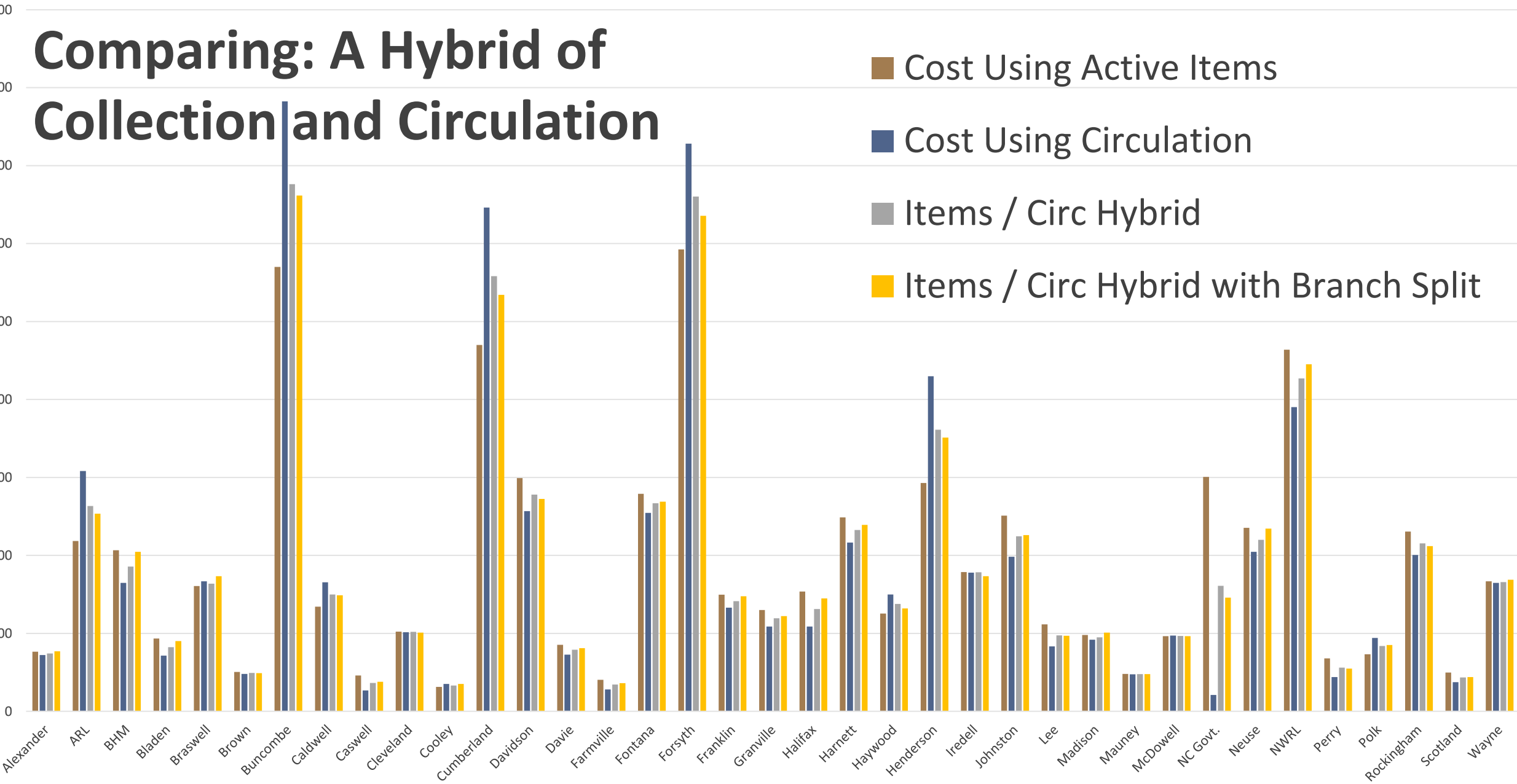
= Total Library Costs

# Comparing: Cost Sharing Based on Collection Size Versus Cost Sharing Based on Circulation Count



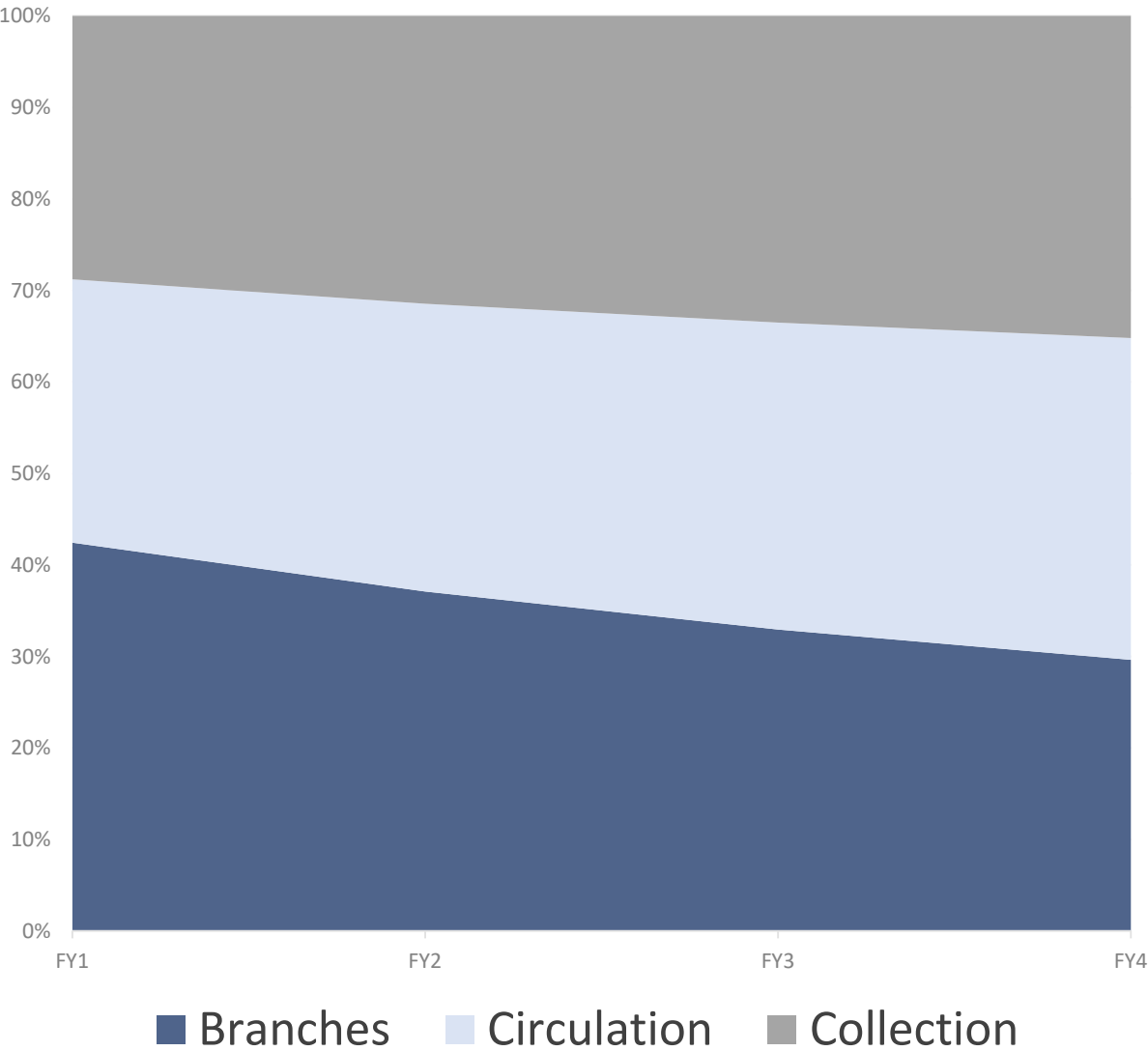
# Comparing: A Hybrid of Collection and Circulation

- Cost Using Active Items
- Cost Using Circulation
- Items / Circ Hybrid
- Items / Circ Hybrid with Branch Split

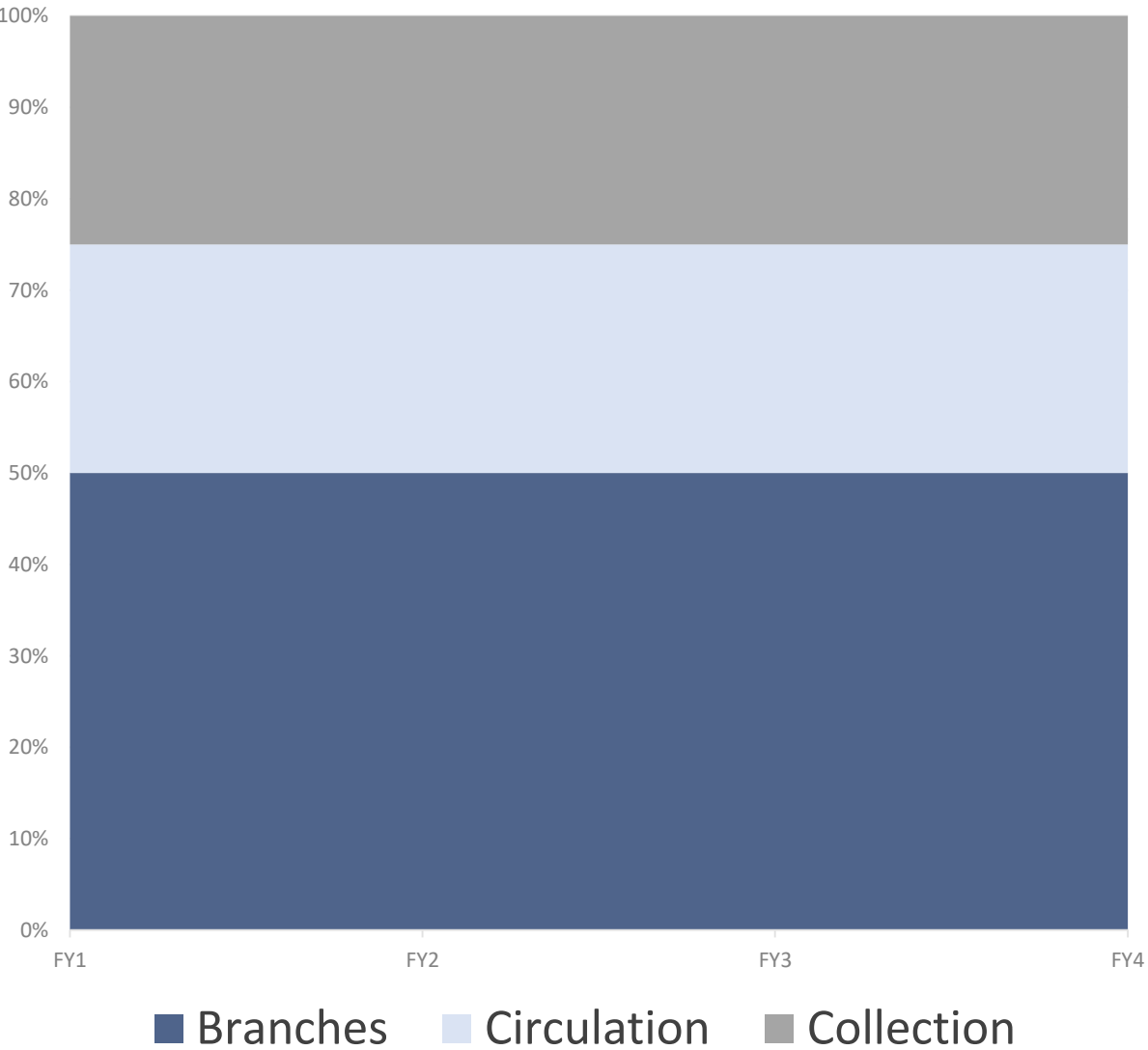


# How To Split Up Branch Fees?

## Effect of Flat \$1000 Branch Fee



## Effect of Proportional Branch Fee



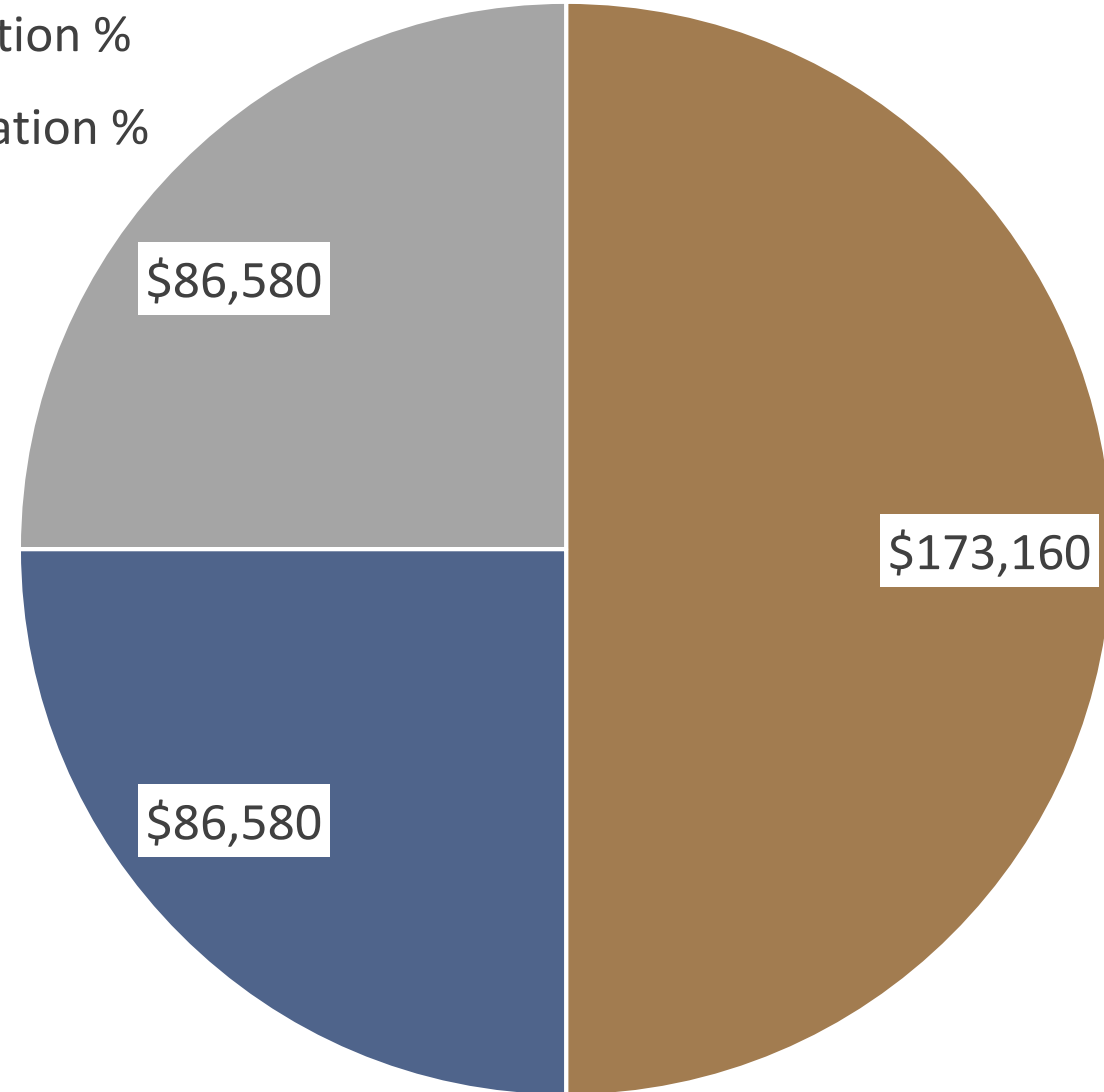
# PROPOSAL 1

- Branch Fees
- Collection %
- Circulation %

50% of Cardinal Operating Budget split up among library **branch fees**

25% of Cardinal Operating Budget split up according to **size of collections** as a percentage of whole

25% of Cardinal Operating Budget split up according to **circulations** as a percentage of whole



# PROPOSAL 1

50%	+	25%	+	25%	=	100%
Share Based on Branch Fees	+	Share Based on Collection Size %	+	Share Based on Annual Circulation %	=	Cardinal Operating Budget
\$173,160	+	\$86,580	+	\$86,580	=	\$346,320

Branch Fees: \$173,160

147 Branches means \$1178 Per Branch



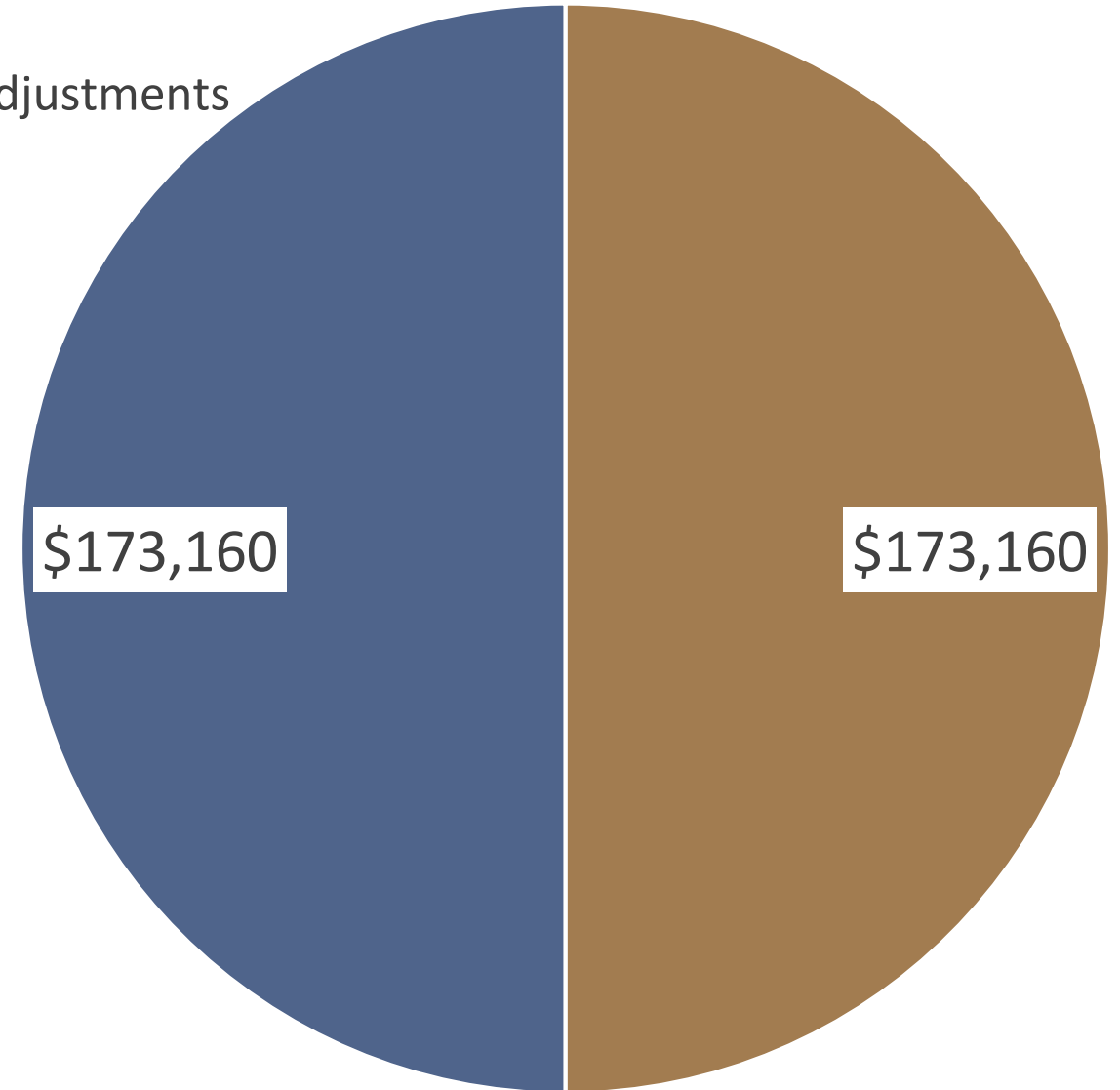
# PROPOSAL 2

50% of Cardinal Operating Budget split up among library branch fees

50% of Cardinal Operating Budget split up according to PCI calculations used in State Aid

■ Branch Fees

■ PCI Adjustments

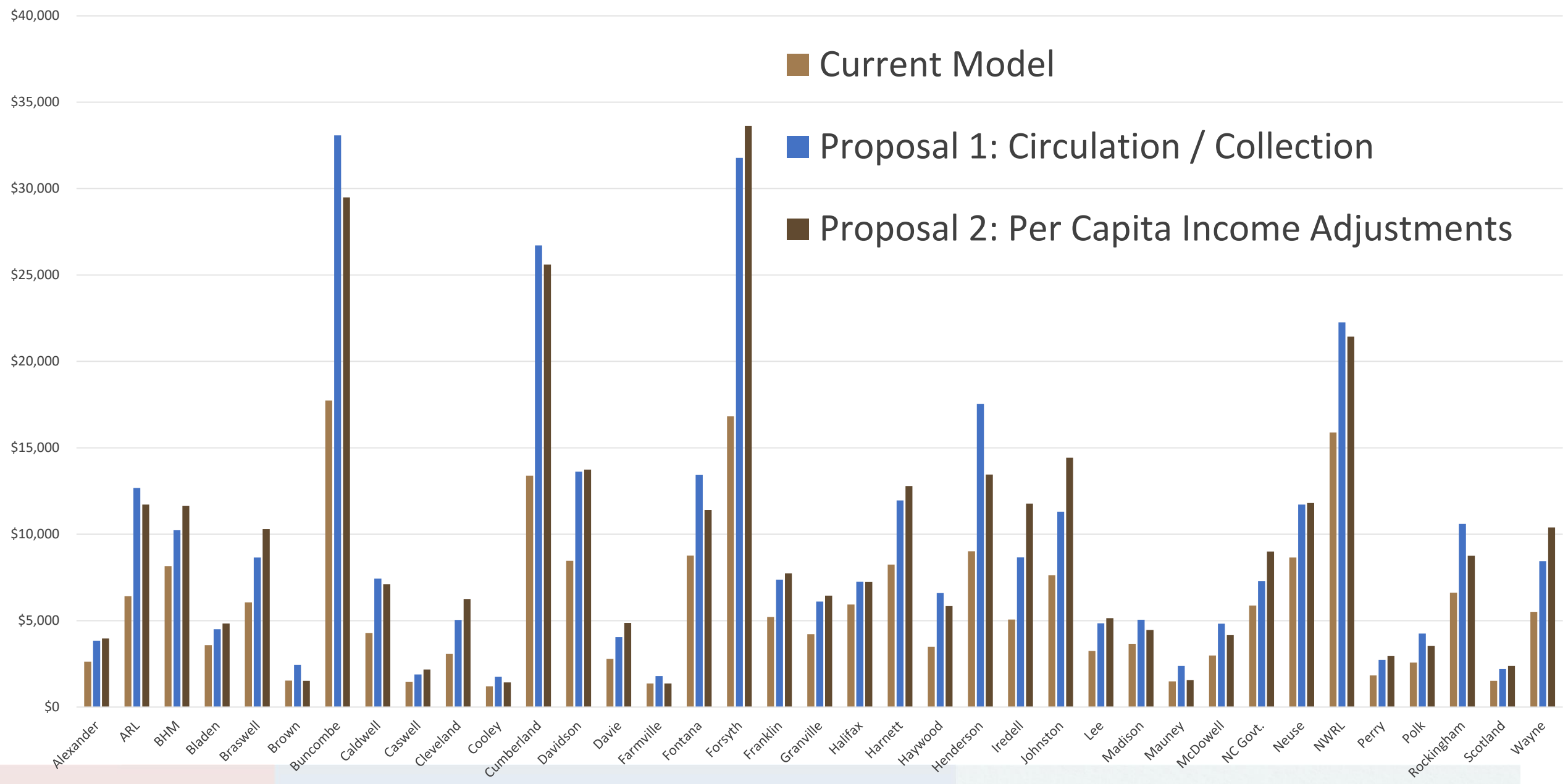


# PROPOSAL 2

50%	+	50%	=	100%
Share Based on Branch Fees	+	Share Based on Per Capita Income Adjustments	=	Cardinal Operating Budget
\$173,160	+	\$173,160	=	\$346,320

Branch Fees: \$173,160  
154 Branches means \$1124 Per Branch

# Comparing Proposal 1 to Proposal 2



# Phasing In These Changes



Let's Talk!

What are the pros or cons of these different models?



What questions or ideas do you have?

What are the pros or cons of these different models? What questions or ideas do you have?

(One comment per sticky note)

? Question

! Idea

1+ Positive about Proposal 1

2+ Positive about Proposal 2

1- Negative about Proposal 1

2- Negative about Proposal 2