

North Texas Library Consortium  
Minutes  
January 17, 2013  
Ponder Public Library

Attending:

Kathy Ramsey, presiding	Aubrey
Leanna Cowan	Alvarado
Jackie Lowrie	Bridgeport
Chris Shenkir	Decatur
Donna Pierce	Krum
Barbara Thompson	Lake Cities
Jaime Mergel	Ponder
Melody Leak	Saginaw
Vicky Elieson	Sanger
Judy Daniluk	NTLP

Attending by phone:

Gwen Bevill,	Kennedale
Palin Bree	Mineral Wells
Geoff Sams	Roanoke
Laura Klenke	Sanger

Not represented:

Justin and Westworth Village

The meeting was called to order at 1:30 by Kathy Ramsey.

Barbara nominated Jackie to serve as the new secretary. Donna seconded. Jackie indicated that she was willing to serve. She was elected unanimously.

The minutes of December 6, 2012 were approved unanimously after a motion by Donna and a second by Jamie.

**Treasurer's Report:**

Barbara presented the treasurer's report. Kathy requested that the report include figures for what has been spent out of each line item and what the remaining balance of each line is.

**Open Issues Update:**

Geoff reported 1) that yesterday's system freeze was resolved quickly but the cause is not apparent, 2) that the password reset function on the website is not working, but it will work after the upgrade and 3) that items spontaneously losing their item attributes is under investigation.

### **Evergreen Server Analysis Update:**

Ben Shum from Bibliomation has submitted a detailed timeline and cost estimate for the server upgrade. Geoff explained that the training with the TPAC will be online and will show us how to customize the look of our online public catalogs. The training for circ/holds will be in greater depth. Geoff will send out the current circulation policies so that each library can review and update before the upgrade. Vicky moved that we fund the upgrade from the money budgeted for Support, that we fund the new RAM from the money budgeted for Equipment Replacement, and that we fund travel costs for the Bibliomation workers (the source of this funding to be determined at the next meeting). She further moved that we begin the upgrade cycle starting March 1. Donna Pierce seconded. Voting for the motion were Kathy (Aubrey), Leanna (Alvarado), Jackie (Bridgeport), Gwen (Kennedale), Donna (Krum), Barbara (Lake Cities), Palin (Mineral Wells), Jamie (Ponder) and Vicky (Sanger). Representatives from Decatur, Roanoke and Saginaw declined to vote (not being directors).

### **Westworth Village Update**

Gwen reported that all staff members are sick, and the library has operated under a volunteer for at least two months now. Gwen is hoping for a meeting with the interested city council woman to work out a more efficient barcoding process.

### **TSLAC Grant for a mobile app**

Vicky reported that funds are available right now to develop apps so that our catalog or our websites are more friendly to mobile devices. The State will give up to \$3000 to small libraries or \$15,000 to larger libraries and consortia. Applications can be made starting immediately, and must be submitted before March 4. All money must be spent by August 31, 2013. The consensus was not to apply as a consortium (for the catalog), since we are busy with the upgrade, and we hope the upgrade will be more mobile-friendly anyway. Individual libraries wanting to apply (for their websites) can contact Beverly Shirley 1-800-252-9386.

### **Logo**

The need for a logo for our consortium was again brought up. Gwen will send some ideas out for discussion at the next meeting.

### **COMMITTEE REPORTS:**

#### **Cataloging Committee:**

Donna reported that cataloging is going well across the consortium. The new icon representing e-books will be installed with the 2.3 upgrade.

#### **Policy and Procedures Committee:**

Gwen said that the committee had not met. A roster of the members was reviewed: Gwen, Judy, Stacey and Geoff are members. Leanna volunteered to join the committee and was immediately appointed.

**Reports Committee:**

Laura reported that she is currently comparing the results returned by several of the current circulation reports. Progress continues to be slow. Kathy requested reports training for one of her staff members. Laura will arrange a time to begin that training one-on-one.

**Technology Committee:**

All activities of this committee have already been reported above.

**ANNOUNCEMENTS:**

Vicky reported that TSLAC has reimbursed libraries that had more than six net lends in 2011-2012 through the NRE ILL system. Consortium libraries that benefited were Aubrey, Kennedale, Krum, Lake Cities, Saginaw and Sanger.

Judy reported that Alvord has inquired about costs of joining the consortium. They were given an estimate, and they still seemed interested.

Jackie reported that she will be attending a meeting of Library Directors of Wise County, and will be encouraging them to join the consortium.

Jamie requested that Courier costs be divided proportionately among the members. If we are required to have it, it should be part of the budget. A short history of the issue was discussed.

Melody announced that Saginaw now checks out their DVDs for one week. Gwen announced that Kennedale now checks out all their items for two weeks. Members were encouraged to continue moving toward consortium-wide standards for circulation policies.

Jackie encouraged everyone who is going to TLA to attend the report from OCLC on the results of the focus group discussions that they have been conducting nationwide. Four members of our consortium were members of the Dallas focus group. The OCLC report at TLA will take place on Friday at 1:00.

Next Meeting: February 21, 2013 in Roanoke at 1:30.

The meeting adjourned at 3:20.

North Texas Server Upgrade Timeline:

1. Setup test server
  - a. Provision test server environment running Evergreen 2.3. Specifically geared to testing TPAC skins, apache redirects, and network configuration options.
  - b. Estimated time: 2 days (Ben)
2. Training with TPAC
  - a. Explain how to skin and customize TPAC
  - b. Estimated time: ½ day (Melissa)
3. Training for circ/holds
  - a. Explain how the circ/hold policies operate via in-database approach.
  - b. Work with them to setup/convert from legacy scripts to in-database rules.
  - c. Estimated time: 1 day (Ben/Melissa) + 1-2 months (Texas/Ben/Melissa)
4. Customize upgrade scripts
  - a. Create copy of production database to begin testing actual upgrade process.
  - b. Modify upgrade SQL as necessary.
  - c. Estimated time: 1 week (Ben)
5. Go to Texas
  - a. Friday – reformat secondary server to become a new primary server; explain process along the way
  - b. Saturday – setup/upgrade Evergreen
  - c. Sunday – post-upgrade testing
  - d. Monday – live use/shadowing; live troubleshooting
  - e. Tuesday – wrap-up by reformatting new secondary server
  - f. Estimated time: 5 days on-site(Ben)
6. Remote setup/configuration secondary server
  - a. Setup backup from primary to secondary server.
  - b. Provision backups of Evergreen.
  - c. Estimated time: 2 days (Ben)

### North Texas Server Upgrade

Item	Time Estimate	Cost	Total
Set-up Test Server	2	\$ 325	\$ 650
TPAC Training	0.5	\$ 385	\$ 193
Training for Circ/Holds	1	\$ 325	\$ 325
Monitoring/Consulting	2	\$ 325	\$ 650
Customize upgrade Scripts	5	\$ 325	\$ 1,625
Texas Trip	5	\$ 325	\$ 1,625
Remote Site setup	2	\$ 325	\$ 650
<b>Total</b>			<b>\$ 5,718</b>

Note: Travel expenses for Texas on-site services to be paid directly by North Texas

**NTLC Financial Report**  
**January 17, 2013**

Balance as of 12/06/2012  
\$18193.55

**Expense**

Colo Unlimited 11/30/2012 Invoice 13412	\$297.00
Colo Unlimited 12/31/2012 Invoice 14003	<u>\$297.00</u>
	\$594.00

Balance as of January 17, 2013  
\$17599.55

Reserve account balance  
\$10,000