



NOTES – TECHNOLOGY COMMITTEE MEETING
Monday, August 28, 2017 7:00 P.M.

Present: Mark Frye, Jim Knutson, John Mitchell, Catherine Regalado

1. Approval of March 2, 2017 committee meeting notes -Approved.

2. ILS replacement

Apollo configuration session

- Apollo transfer file is huge, 100s of MB.
- Staff has been reviewing within Apollo interface. Mistakes were found, some info didn't transfer into correct fields. 25000 items didn't have right material types. Apollo does have experience with Follett.
- Once purchased, have start-up call and go over settings with Tech person. Circ rules. 3 different iterations on how to set up material types. Reporting a concern because circulation is set up as a grid – need to have material types (primary/secondary). Reporting in Biblionix works OK and would be an improvement over previous Follett reporting.
- Follett had categories. Highwood's Follett may be set up unusually compared to other clients. Need a system that is logical and expandable. One problem is consistent call numbers – staff working on this, shrinking types of call numbers/prefixes.
- Need to come up with a system for material types.
- Jim will need to integrate LIBData with their system and then change website to point to new catalog. Then configure staff computers and configure OPAC.
- For Overdrive: Jim currently doing 8 patrons update manually. Director prefers recall of those cards and reissue with new numbers. Moving forward this will be real time instead of batch upload by Jim once a week

Purchase and implementation timeline

- Patron database – electronic contacts – email/text – discussion on how to obtain. May not have all patron birthdates which would be a needed field. Jim could export patron data and see what problems were.
- Prototype – volunteer to review material types (within Apollo). Would need a list of possibilities to check for from director. Could have a single group (e.g. Adult NF) to check.
- Schedule with Jim to be a Thursday night, then he has enough time to work on things.
- Start now to get patron email info and preferences – paper slips. Or notify on receipts if receipt printers.

3. FY18 technology budget plans

Electronic subscriptions

- eRead - no way to get statistics. Board president has asked for evaluation of which electronic resources overlap and are needed. Zinio has no usage – magazine database ~\$1000. Director to compile statistics, cost, coverage for next Tech discussion.

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John Mitchell, Director director@highwoodlibrary.org



- Patron request for electronic access to library paper holdings with paywalls on library computers (e.g. NYT). Director will look into NYT, Wall Street Journal – local public access in the building. An example of this working is Consumer Reports with HP Library cards.

4. Technology Plan / EDGE Assessment

Examples/basis for long range technology plan – # computers needed.

John to provide starting point with most recent one of his technology plans –make available to this committee.

Miscellaneous Topics

Public computer training

Timing, location TBD. Director wants construction to be complete.

Meeting Room

Meeting room technology – available to users.

Ethernet not in the meeting room. Construction cut existing lines. Director not sure if power is in ceiling, said board president handled. Need a drop at presentation spot. Jim will need to do the drop. Construction finished so will need to be surface mounted raceway. Will be last 2 weeks before it opens. Projector is purchased – need to purchase ceiling mount and cables. Have speakers (PA system) and screen.

Furniture an unknown. There's a lot of echo in room.

Is the podium going to be wired?

Max usage data - busiest times – counter by hour during course of day. Director has that data and will give to Mark.

Public survey

Volunteers to assist. Electronic distribution and collection planned. Example from Northbrook Library obtained.

Meeting adjourned 8 pm .

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