



NOTES – TECHNOLOGY COMMITTEE MEETING  
Thursday, March 2, 2017 6 – 7 p.m.

In attendance: Mark Frye, Jim Knutson, John Mitchell, Catherine Regalado

Group voted approval of January 26, 2017 meeting notes.

**Collection inventory finalization**

- Missing books number down from 6055 to 973 in latest run.
- Running partial inventory of one book versus all data files works well to eliminate large paper lists of missing records. Dummy scans not needed if using single book range, and can be removed. Double inventory as suggested is good solution for 'clean' exception report.
- Staff spot checking complete – probably covered 1/3 of large and all of small groups – showed inventory process was working well.
- Estimated 25 years since last inventory
- Global delete will happen at end of this inventory. Intention for regular inventory in future.
- Followups: fee for uploading to OCLC? ~38000 titles in holding. How many in catalog are not MARC records? Won't know until uploaded. Can this be determined by report in Follett? Some may have been entered with MARC editor.
- Jim will investigate what Apollo does for cleaning up records

**Inventory issues identified**

- Mixed sections E/ER, spine labels may not match record. Issue identified previously and staff told to do later.
- Shelves completely out of order, especially JB
- Misshelving, especially in bilingual.
- Inaccessible sections for intended readers (E, NF, popup)
- New books procedure to remove sticker not working – many older books retain new sticker. Up to 1 of every 10 books in certain sections. Another shelf reading should be done, particularly in children's, JA, YA, to identify and remove.
- Marked missing but on shelf – staff scanned B and CD, not volunteers. Other reasons?
- SC/ARC/FSC: there was no section naming convention
- Current practice is to hide books, keep unbarcoded, or check out to bindery if wanted non-circulating. Follett allows items to be marked non-circulating and this should be done.
- Recent items barcoded but not in Follett – 2016 Almanac for example.
- Should have final master list of sections – prefix list?
- Reports desired for floor plans, etc.: all categories with totals
- Apollo has what capabilities for categories and subcategories? Follett is limited. Reporting for circulation and staff -- reshelving – stats?
- Undercounts possible: doesn't count main room fiction and non-fiction and new books.
- Not in Follett: 261, expected some from past failed commercial inventory.

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- Out to Patrons, but present in library: 18. Should tighten procedures.
- Unscannable items: 32. Marked Lost but present: 5. Marked bindery but present: 2. Marked incorrectly in Follett: 2. Spine labeled incorrectly: 7. Items with no barcodes on shelf: 27. Items (activity books) which shouldn't be in collection: 3
- OCLC turned on? ILL participation. Updating/uploading collection?

#### **Technology budget plans**

- Joint city building update – no immediate plans because no developer identified/financially not viable
- Mobile phone website configuration needed? \$275 additional cost. Use Google analytics to determine # mobile browsers?
- Hardware, software purchases (other than Apollo): upgrading 6 children's computers.

#### **Follett replacement**

Apollo trialing and implementation: still have demo account from 2011. Staff to look through manual-will announce at next staff meeting and possible training at April meeting. Jim and John to read manuals, phone conference with Biblionix before next board meeting. Collection with prefix preparation. Have to be prepared on our end but their transition will be quick. Must add to budget annual renewal fee.

Discussion on getting patron contact preferences: prefer email late notices? Gather email (also valuable for public survey). Form letter to be mailed? Ask preferences at desk? Current - 1800 active patrons in database.

E-books integrated into catalog benefit with Apollo noted by Jim.

**Website:** need staff plan for maintaining events, updating programming and calendar. Children's page?

#### **Technology Plan / EDGE Assessment:**

- Public computer training planned last spring, then this spring, announced in city newsletter. May need to defer due to director availability.
- Max usage data: how to obtain – lib data usage per day and concurrent usage.
- Public survey – mechanism, volunteers briefly discussed

**Additional Topics:** Popup Books ebooks a new free offering via RAILS

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