**FY17 Board Annual Reports:  Technology Committee**

The Technology Committee met several times this past year to assist in progressing technology-related initiatives.   Members also dedicated significant additional volunteer time to the materials inventory project which was the main technology achievement this year.

The complete collection was inventoried by electronic scan and compared with the collection database in current Follett software.  A complete inventory had not been done in 25 years.  Issues with how the collection is broken into sections, books labeled, and books shelved were identified and corrected.  The many books that were on shelf but not in database were pulled and evaluated.   Some books on shelves were marked as checked out to patrons in database – these patrons were contacted and the records corrected.  Recommendations for how non-circulating items and New-sticker items are handled were made based on issues uncovered.  Finally, items that were in the database but not physically found during inventory were deleted in order to clean up the database.  The inventory and issue corrections were necessary steps before migrating the collection data to a new ILS.  Complete inventories will become a regular practice moving forward.

The open source ILS Biblionix was initially assessed and budgeted for in 2011.  This was reviewed again and still determined to be the best choice cost- and function-wise for this library.  It is hoped that this will be implemented early in the next FY.  Patrons must be solicited to update patron contact preferences to allow for email or text notice of materials due.

The committee encouraged staff to keep the website content current as that is a common way for residents to obtain information about programs.  We reviewed information needed for a Technology Plan and from the EDGE assessment mandated by the state.  A complete Technology Plan is still needed for the library.  The committee discussed how to better use statistics to get information on library usage and areas of opportunity and how to use technology in patron survey.

The group addressed the new possibility of a joint city building and technology needs for a smaller and redesigned computer lab space.  In any case fewer patron computers than originally planned will be needed moving forward.  The Director has deferred public computer training classes.  A new systems emergency backup procedure was implemented.

Inventory completion and a public comment prompted the turning on of records in OCLC to allow for other libraries to access Highwood's collection for Interlibrary Loan (ILL).  The library finally is doing its part in participating in the system and loaning materials to other libraries – 34 items were loaned out from when it was started to end of the FY compared to 0 in the previous period.