

Brooks Memorial Library
Technology Committee
AGENDA
August 21, 2014
8:00 AM, Meeting Room

1. Call to Order / 8:00 AM
2. Agenda/Changes or additions
3. Public Comment
4. Minutes of **June 6, 2014**
5. Old Business
6. New Business
 - Technology plan training opportunity
 - Impact Survey
 - Planning to update the 2008-2012 Technology Plan:
 - Alignment with the 2012-2016 strategic plan
 - Inclusion of technology additions and upgrades since 2008
7. Other
8. Adjourn

CONTENTS:

1. June 6, 2014 Minutes
2. Impact Survey
3. BML Technology Plan 2008-2012 (already provided)
4. Vermont Fiber Connect Traffic Reports

NEXT MEETING DATE: TBD at this meeting

Technology Committee Meeting
June 6, 2014 8:00 AM

Present: Jennifer Lann; Howard Burrows -- Staff: Jerry Carbone; Jeanne Walsh.
Absent: Adam Franklin-Lyons

1. Elect Chair and Recording Secretary

Jennifer was appointed chair by the Trustees president in the last Board of Trustees meeting. Jerry volunteered to be scribe for this meeting, but Jennifer stated that she would do it for future meetings.

- 2. Update of Library technology initiatives:** Jerry reviewed the various technology initiatives the library has been involved in for the past several years, which included the Google/VT. Dept of Libraries videoconferencing grant; Vermont FiberConnect project; Computer Intern through an eVermont grant; public access computing; web site redesign; use of social media; and use of mobile devices in the library.

While some of the initiatives are in the library's Technology Plan 2008-2012, many of them are not, which included videoconferencing, the fiber connect project, use of mobile devices, social media use; and use of computer training with an intern in the library.

There was extensive discussion of what the committee's charge should be; is the name "Technology committee" broad enough to encompass everything the Library does; how do we sustain our computer intern after the grant funding ends in July; and other topics. Howard also had questions about his role as a trustee and use of social media. Jerry said this would be good questions to address in our Board orientation with Vt. Dept of Libraries' consultant Amy Howlett on August 12, as there have been changes in the State open meeting law as it relates to electronic communications.

Some ideas floated were more collaboration with Marlboro Graduate Center who might provide interns; compilation of a list of technology "experts" in the community who would be available for consultation on projects; vision of the library as a "maker space" especially in the realm of authors and self-publishing.

3. Goals for coming year

It was decided that committee members would review the current Technology Plan with an eye to revisions, and working on these revisions in the next year that would dovetail with the Library's Plan 2012-2016.

Assignment for next meeting is to review Plan 2012-2016 and Technology Plan 2008-2012.

NEXT MEETING: TBA, After August 12, and Jennifer will send around some dates.



HOW IT WORKS

Librarians and library staff work hard to provide technology services that meet the needs of their patrons. Impact Survey takes the guesswork out of understanding how patrons use computers, the Internet, and other technology services, what type of assistance they need, and how this access improves their lives. The Impact Survey is designed to be user-friendly and requires minimal time and technology skills to implement. And our team is available to answer questions and provide tech support when you need it.



You can download a PDF of the survey questions in [English](#) or [Spanish](#) for reference.

CREATE A USER ACCOUNT

Create an Impact Survey account for your library from the <http://impactsurvey.org> homepage, where you will fill out a brief registration form. Any U.S. public library with a website and public access computers can use Impact Survey. Only one Impact Survey account can be created per library system, which may have a single outlet or multiple outlets; we cannot enroll libraries at the branch level. State libraries can also create an account to see the results from their state and also take advantage of special aggregate reports.

LOG IN AND GET STARTED

When you access your library's Impact Survey account at <http://impactsurvey.org>, you will be directed to the My Impact dashboard. The My Impact page displays information about your library that we've prepopulated based on data from the Institute of Museum and Library Servers. From there you will be asked to verify your library's basic information, and to upload your library's logo and photo to customize your reports. Libraries with multiple outlets will also be asked to verify their locations and provided with an opportunity to add or remove outlets. We also ask that you complete a short intake questionnaire about your library's technology.

SELECT YOUR SURVEY START AND STOP DATES

When you are ready to run the survey in your library, you will choose your library's survey start and stop, or *fielding dates*. We recommend fielding the survey for at least 2 weeks. Smaller libraries and those with few public access computers or a limited web presence may wish to extend their fielding period to 4 weeks or more to encourage more responses. The number of completed surveys is updated automatically on the My Impact page so you can keep track of how many responses you have received. You have the option of extending your survey fielding dates to up to 6 weeks if the number of initial survey responses is unsatisfactory for your purposes.

LINK TO THE SURVEY

From your My Impact dashboard you will be able to link to the survey using buttons and banners embedded with a unique URL created just for your library. Simply select the links you want to use on your library's website, and copy and paste the code provided into your home page. The process is fast and easy, requires only basic knowledge of HTML, and the Impact Survey team is available for one-on-one help should you need it. The links are hosted by Impact Survey, so there's no need to upload images or make any other changes to your website. Libraries can also create their own website buttons and banners if they wish.

GET LIBRARY STAFF INVOLVED

Inform your library staff about the survey's purpose and procedures and get them involved in encouraging patrons to complete the survey. We provide handouts, sample email language, and other tools that will help library staff communicate with patrons about the survey and answer any questions that come up. We also provide other helpful tips for making the survey visible and accessible to your patrons.

PATRONS TAKE THE SURVEY




The online survey contains detailed questions about the benefits and outcomes of using technology services. It takes approximately 8-12 minutes to complete. In our experience, patrons are willing to spend this amount of time to "give back" to the library. Patrons must be 14 years of age or older to take the survey. Prepare to generate as much patron participation as possible by using the customizable materials (flyers, table tents, etc.) Impact Survey provides. We also recommend that public computer browsers are set to default to the survey website. Some libraries have improved their response rate by having a dedicated computer for survey taking. Libraries can also promote the survey in their communities through social media outlets and at events, such as technology classes, at the library. ***New:** You can now set a custom end page for the survey. You can link back to your homepage, or you can use something as simple as a google form to gather email addresses for an incentive prize drawing.

DOWNLOAD YOUR REPORTS

At the end of your survey fielding period, you simply remove the code embedded in the website to take the down the survey links. If your library has used the paper survey option, you will be asked to enter the responses to those surveys through a special interface that makes entering the data fast for library staff. Once that's all done, you will be able to download your library's customized reports which you can use to communicate the value of your public access technology program. Libraries can also download their survey responses in a .csv file, if they want to do additional analysis. View sample reports below:

[comprehensive report](#) | [two-page highlights](#) | [employment and education](#) | [slide presentation](#) | [comments by location](#)
| [editorial](#)




Monthly Traffic Report

 Created by Report Writer, can't be edited on the web. » [More](#)  [Export to PDF](#)  [Printable Version](#)

Libraries Fiber Connect WAN

Month	Node	Total Bytes Received	Total Bytes Transmitted
June 2014	MTPL-1NatLife-ASR1001-Lib	5.6 TB	1.2 TB
June 2014	RTLD-Rutland-C2911-Lib	722.8 GB	276.7 GB
June 2014	MTPL-KH-C2911-Lib	655.7 GB	85.9 GB
June 2014	PTNY-Putney-C1941-Lib	631.1 GB	94.3 GB
June 2014	BRBO-Brooks-C2911-Lib	582.7 GB	190.8 GB
June 2014	BGTN-Bennington-C2911-Lib	496.3 GB	71.1 GB
June 2014	BLFL-Rock-C2911-Lib	389.0 GB	48.5 GB
June 2014	LNDV-Cobleigh-C2911-Lib	346.6 GB	45.5 GB
June 2014	BARR-Aldrich-C2911-Lib	344.2 GB	39.2 GB
June 2014	PTFR-Maclure-C1941-Lib	310.3 GB	30.9 GB
June 2014	STBY-Athenaeum-C1941-Lib	246.8 GB	126.6 GB
June 2014	NBTN-McCullough-C1941-Lib	242.5 GB	17.8 GB
June 2014	HDWK-Jeudevine-C1941-Lib	228.4 GB	16.3 GB
June 2014	WNDS-Windsor-C1941-Lib	158.2 GB	13.6 GB
June 2014	RNDL-Kimball-C1941-Lib	139.4 GB	19.2 GB
June 2014	HRFD-Hartford-C1941-Lib	138.0 GB	19.1 GB
June 2014	ALTN-Canfield-C1941-Lib	122.7 GB	10.0 GB
June 2014	WILM-Pettee-C1941-Lib	111.0 GB	9.3 GB
June 2014	CSTL-Castleton-C1941-Lib	107.8 GB	13.1 GB
June 2014	PLTY-Poultney-C1941-Lib	103.2 GB	7.8 GB
June 2014	QCHE-Quechee-C1941-Lib	86.9 GB	19.2 GB
June 2014	WHTM-Whitingham-C1941-Lib	71.2 GB	7.8 GB
June 2014	WRBO-Wardsboro-C1941-Lib	68.6 GB	7.7 GB
June 2014	GLFD-Guilford-C1941-Lib	68.3 GB	6.8 GB
June 2014	CABT-Cabot-C1941-Lib	66.1 GB	10.5 GB
June 2014	RDNG-Reading-C1941W-Lib	63.5 GB	3.2 GB
June 2014	VRNN-Vernon-C1941-Lib	60.2 GB	5.1 GB
June 2014	PWNL-SolomonWright-C1941-Lib	56.0 GB	3.4 GB
June 2014	FHVN-Fairhaven-C1941-Lib	48.8 GB	6.9 GB
June 2014	MRFD-Jaquith-C1941-Lib	46.3 GB	4.8 GB
June 2014	SHRN-Baxter-C1941W-Lib	39.7 GB	4.8 GB
June 2014	DOVR-Dover-C1941-Lib	32.6 GB	4.6 GB
June 2014	DNVL-Pope-C1941-Lib	31.2 GB	3.7 GB
June 2014	PLFD-Cutler-C1941-Lib	29.5 GB	6.4 GB
June 2014	NWFN-Moore-C1941W-Lib	25.2 GB	5.0 GB
June 2014	DRST-Dorset-C1941W-Lib	24.9 GB	5.7 GB
June 2014	WLDR-WilderClub-C1941W-Lib	24.3 GB	3.5 GB
June 2014	WRUT-WRutland-C1941W-Lib	15.7 GB	1.6 GB
June 2014	WEST-Wilder-C1941W-Lib	12.7 GB	2.5 GB
June 2014	ASCT-WP-C1941-Lib	9.6 GB	1.4 GB
June 2014	WMNW-WW-C1941-Lib	8.2 GB	1.7 GB
June 2014	RPRT-RKKittay-C1941W-Lib	4.5 GB	660.3 MB
June 2014	WDHM-Windham-C1941W-Lib	3.3 GB	521.9 MB

Monthly Traffic Report

 Created by Report Writer, can't be edited on the web. » [More](#)  [Export to PDF](#)  [Printable Version](#)

Libraries Fiber Connect WAN

Month	Node	Total Bytes Received	Total Bytes Transmitted
July 2014	MTPL-1NatLife-ASR1001-Lib	5.5 TB	917.0 GB
July 2014	BRBO-Brooks-C2911-Lib	706.6 GB	104.9 GB
July 2014	LNDV-Cobleigh-C2911-Lib	558.7 GB	94.5 GB
July 2014	BGTN-Bennington-C2911-Lib	531.6 GB	92.5 GB
July 2014	BARR-Aldrich-C2911-Lib	504.0 GB	52.2 GB
July 2014	MTPL-KH-C2911-Lib	501.3 GB	81.5 GB
July 2014	RTLDR-Rutland-C2911-Lib	496.1 GB	110.2 GB
July 2014	PTNY-Putney-C1941-Lib	478.8 GB	71.8 GB
July 2014	BLFL-Rock-C2911-Lib	429.3 GB	44.6 GB
July 2014	PTFR-Maclure-C1941-Lib	253.8 GB	32.4 GB
July 2014	STBY-Athenaeum-C1941-Lib	227.2 GB	52.4 GB
July 2014	HDWK-Jeudevine-C1941-Lib	209.1 GB	13.3 GB
July 2014	NBTN-McCullough-C1941-Lib	191.4 GB	16.0 GB
July 2014	WILM-Pettee-C1941-Lib	183.2 GB	19.1 GB
July 2014	HRFD-Hartford-C1941-Lib	165.8 GB	20.8 GB
July 2014	WNDS-Windsor-C1941-Lib	164.3 GB	13.8 GB
July 2014	RNDL-Kimball-C1941-Lib	152.4 GB	10.0 GB
July 2014	PLTY-Poultney-C1941-Lib	133.6 GB	11.1 GB
July 2014	QCHE-Quechee-C1941-Lib	113.8 GB	12.2 GB
July 2014	WHTM-Whitingham-C1941-Lib	104.1 GB	9.0 GB
July 2014	ALTN-Canfield-C1941-Lib	100.2 GB	7.3 GB
July 2014	PLFD-Cutler-C1941-Lib	80.4 GB	8.4 GB
July 2014	GLFD-Guilford-C1941-Lib	80.4 GB	7.4 GB
July 2014	VRNN-Vernon-C1941-Lib	75.9 GB	5.0 GB
July 2014	WRBO-Wardsboro-C1941-Lib	68.0 GB	6.1 GB
July 2014	MRFD-Jaquith-C1941-Lib	66.7 GB	7.7 GB
July 2014	CABT-Cabot-C1941-Lib	59.8 GB	6.3 GB
July 2014	DNVL-Pope-C1941-Lib	52.3 GB	6.9 GB
July 2014	DRST-Dorset-C1941W-Lib	45.7 GB	7.4 GB
July 2014	CSTL-Castleton-C1941-Lib	45.3 GB	8.6 GB
July 2014	WEST-Wilder-C1941W-Lib	42.6 GB	5.0 GB
July 2014	PWNL-SolomonWright-C1941-Lib	41.4 GB	4.5 GB
July 2014	FHVN-Fairhaven-C1941-Lib	40.8 GB	3.8 GB
July 2014	SHRN-Baxter-C1941W-Lib	36.8 GB	4.0 GB
July 2014	DOVR-Dover-C1941-Lib	31.8 GB	5.0 GB
July 2014	WLDR-WilderClub-C1941W-Lib	22.7 GB	2.7 GB
July 2014	RDNG-Reading-C1941W-Lib	21.1 GB	2.2 GB
July 2014	WRUT-WRutland-C1941W-Lib	18.0 GB	1.6 GB
July 2014	WMNW-WW-C1941-Lib	17.8 GB	2.0 GB
July 2014	NWFN-Moore-C1941W-Lib	16.8 GB	2.4 GB
July 2014	ASCT-WP-C1941-Lib	15.6 GB	1.8 GB
July 2014	RPRT-RKKittay-C1941W-Lib	6.9 GB	1.1 GB
July 2014	WDHM-Windham-C1941W-Lib	3.3 GB	533.7 MB

