

# TLN Technology Committee Meeting Minutes

## APPROVED

Tuesday, March 19, 2019

Commerce Township Community Library

### 1. Usual Business

#### 1.1. Order and Approvals

- Meeting called to order at 9:30 am
- Agenda For March 19, 2019 approved
- February 19, 2019 Minutes: approved with corrections.

#### 1.2. TLN update – Angie Michelini

- Jim Pletz is inviting new library directors to TLNs facility for introductions, a tour, and lunch.
- Construction at white lake is proceeding as scheduled. They will be closing their current location on Saturday, May 4<sup>th</sup> for approximately one month, and will reopen in early June.
- Belleville’s construction project is continuing on schedule. They are also working on starting up a branch in Sumpter Township.
- Royal Oak has a new director, Emily Dumas.

#### 1.3. Resource Sharing

- How are people managing Windows 10 desktops for public workstations? Plymouth is looking windows 10 group policy examples, or any other advice on group policy management in windows 10 and how it may differ from windows 7. Chelsea and Canton use mandatory profiles to manage public workstations. Livonia uses a set of registry modifications to lock down public workstations. Waterford is using Windows 10 with GPOs. Commerce wants to have windows 10 ready to deploy by year end. Novi is using windows 10 with NUCs.
- A Group of video game thieves have been making their way through libraries in southeast Michigan. Their MO is to get a library card from one location, then check out the maximum number of video games allowed at a reciprocal library. The individuals identified have taken over \$10,000 in materials. Library privacy laws limit what information can be outside of the TLN shared services umbrella. Circ services committee chair, Kelly Bennett (FERN), is compiling information from victim libraries to take to Michigan State Police.
- Have any libraries changed their internet filtering policies to block hate materials? Chelsea and Plymouth have always blocked hate materials on their children’s PCs, not adult systems.
- Chelsea is using Caspio.com to build a family history database.
- Commerce Township has switched their summer reading program from WANDOO reader to Beanstack.

## 2. Discussion Topic – Assabet Interactive

### 2.1. Calendar

- Calendar is delivered in iframe that can be styled to match the contained website. Assabet does not want the patron to feel like they are going to another site when using the frontend calendar.
- The modules use responsive design that will scale the view appropriate to the screen width.
- Events are assigned a unique URL, making them searchable.
- Custom fields can be defined for events. These are text fields and a unique set of fields can be defined for each event. Custom fields, when defined, are always required.
- Calendar events can be filtered by staff defined categories.
- Modules support multiple branches.
- Supports ical and RSS feeds.
- Attendees are notified by email 48 hours before the event.
- Q: Is there an iframe-less version of the module? A: not yet.
- Q: Can events be hidden from the public? A: yes.
- Q: Are text message notifications available? A: No, but that feature is under consideration.

### 2.2. Room booking

- Room information includes pictures of the room, capacity, and the minimum time block that can be booked.
- Booking module allows patrons to sort bookings by room or by date.
- Time limits can be set on booking availability. These limits can be overridden by staff.
- When booking a room, users can set their expected attendance, and request equipment.
- Rooms are show as unavailable for times when an event is already scheduled.
- Rooms can be made public or private. Private rooms are only available to be booked by staff.
- Room bookings can be converted to events.
- Booking requests can be auto-approved or held for manual approval
- Equipment can be requested for rooms, any conflicts with equipment requests must be resolved manually.
- Q: Can a fee be assessed for no-shows? A: No.

### 2.3. Event creation.

- Events can be created as a single occurrence, a series, or a continuing recurrence.
  - Recurrence frequency can be by the minute, day, week, month, or year.
- Can create all day events
- Visibility: draft or published status determines if an event show up on the public calendar.
- Can set prep and clean-up times for events
- Event Pricing: text field where cost information can be entered. This field is strictly informational as Assabet does not process payments.
- Q: Are modular rooms with divider walls supported? A: Not explicitly, but events can span multiple rooms.

### 2.4. Registration

- Registration opening and closing dates can be set to limit registration window before an event.

- Multiple attendees can be specified in a registration. Minimum and maximum attendees can be set per event.
  - Additional attendees can be anonymous or require names and library cards.
- Library card # can be included as an optional or required field.
- Registration has a waitlist, capacity can be set per-event.
- System can mass-email all attendees announcements.
- Email templates can be customized using mail merge fields.
- Q: Can a patron remove themselves from an event? A: Not yet, but will be implemented.

#### 2.5. Reporting

- Event reports: Shows headcounts for events.
  - Reports can be split by event title, room, branch, or category
  - Attendance can be added to events that did not require registration.
  - Can filter for events with no registration, no headcount, or bookings that were converted to events.
- Location Usage: how often a room is being used.
- Q: Can a report show just events that are fully registered? A: no.
- Q: How are enhancement requests made? A: No formal process.
- Q: Can raw data be exported of which patron attended which program? A: No, but all event reports be exported as CSV files.
- Q: Do reports for room setups that include library events and room bookings? A: Yes, reports can pull information from both room bookings and events.

#### 2.6. Code integration

- Iframe snippets that can be added to site.
- Javascript added to <HEAD>
- Views and data feeds can be filtered
  - Ical
  - RSS
- Assabet modules can be set up to communicate with your Google Analytics accounts.
- CSS can be customized to style modules to fit your website.

#### 2.7. Q&A

- Q: What other libraries are you working with? A: About 30 clients, mostly in Massachusetts.
- Q: Is this a hosted service or can it be run on our own servers? A: Hosted on AWS.
- Q: How is pricing set up? A: Base fee for general libraries, very large libraries (5 or more branches) would be in a higher pricing tier.
- Q: Could there be a discount if multiple libraries sign up? A: Assabet has offered consortia discounts in the past and will talk it over with Angie Michelini (TLN).

Meeting Adjourned at 11:53am.

Submitted by Carl Swanberg (CANT)

**Attendees**

Carl Swanberg	(Canton)
Ben Sebrowski	(Commerce)
Michael McEvoy	(Northville)
Carl Miller	(Plymouth)
Melanie Bell	(Chelsea)
Susan Paley	(Ferndale)
Connie Ozinga	(Commerce)
Glenn Fischer	(Hartland)
George Kelley	(Belleville)
Paul Zink	(Bloomfield)
Angie Michelini	(TLN)
Donna winter	(Livonia)

**Virtual Attendees**

Alyssa Yavorenko	(Canton)
Amanda Parry	(Auburn Hills)
Becky Price	(Taylor)
Dan Wetterstrom	(Westland)
Eric Hayes	(Orion)
Marj O'Donnel	(Lyon Twp.)
Mary Carleton	(Farmington)
Scott Wright	(Dexter)
Stefanie Lozon	
Steve Saunders	(Orion)
Robert Levers	(Assabet Interactive Presenter)