

**MEETING OF THE BDL  
TECHNOLOGY COMMITTEE**

Tuesday, February 5, 2013 at 2:45pm  
Coldwater Branch Library Meeting Room

Present: Georgann Reppert, BDL Vice President; Bonnie Frick, BDL Secretary; John Rucker, BDL Asst. Director

The committee was briefed by Rucker on all aspects of the BDL Information Technology department, including staffing, Internet connectivity, hardware and software assets, and services offered to the public.

The committee then reviewed a list of purchase recommendations by Rucker and quotes from multiple vendors. The committee decided to prioritize the recommendations and recommend to the Board only the most important needs.

The chart below summarizes the committee’s recommendation to the Board:

| Description                                  | Subtotal           |
|--|--------------------|
| 11 x HP M451dn Printer                       | \$5,039.32         |
| 2 x HP CP4525dn Printer                      | \$2,850.90         |
| 8 x HP ProBook 4540S Laptop                  | \$4,239.92         |
| 2 x Apple MacBook Air +<br>Windows 7 license | \$2,495.24         |
| 8 x Epson V33 Flatbed scanner                | \$479.92           |
| 1 x EnGenius ECB300 Wireless<br>Access Point | \$89.99            |
| 1 x File Server                              | \$2,107.00         |
| 1 x Web Server                               | \$1,728.00         |
| 1 x Linksys LKV-7308 KVM<br>Switch           | \$189.99           |
| <b>TOTAL</b>                                 | <b>\$19,220.28</b> |

plus shipping

The above items comprise replacing all the laser printers in the district (currently 7 different models) with just 2 models, to simplify ordering of supplies and lower costs. These printers are up to 13 years old, and some are in pretty bad shape. The laptop lab used by the branches is due to be replaced this year, and the flatbed scanners we currently have are 8 years old and on their last legs. A spare wireless antenna is needed, and two critical servers are long overdue for replacement, along with a piece of hardware called a KVM switch that is needed to control them in the server room.

A number of cuts were made from the ideal recommendation. Currently, BDL has 10 Apple Laptops running both Macintosh and Windows operating systems, 2 at each of the smaller branches. The committee decided to recommend going with cheaper Windows-only laptops and just get 1 Apple laptop each for the two branches with patrons from Union City Schools, who are all given Apple Laptops. This way they could work on or print homework at the library that requires a Macintosh. (The Coldwater Branch also has Macintosh computers available.)

The committee declined to recommend requests by Rucker for a second document scanner for library staff use, a replacement portable public address system, two additional digital sign controllers, and equipment to upgrade the internal network speed of the Coldwater branch.

Had the committee recommended the full slate of requests—including the Apple laptops instead of HP and the other declined equipment—the total would have amounted to \$27,825.00 plus shipping. In our current budget situation this would be impossible, given that we project our Major District Projects fund will have only \$26,446 after loan repayments this year.

**The committee therefore recommends that the Board approve the purchases detailed in the chart above, totaling \$19,220.28 plus shipping costs, to be paid from our Major District Projects Fund.** (The purchases will come from 5 different vendors, some charging shipping, others not. Exact shipping won't be known until time of purchase.) This will leave our fund with about \$7,226 if projections are accurate.

Committee member Martha Watson listened to an audio transcript of the meeting and confirmed via email her agreement to these minutes and the committee's recommendation.

Submitted by



John Rucker