

V-Cat ILS Evaluation and Review Committee

Meeting Notes for Thursday, June 9, 2022

This meeting was held remotely via GoToMeeting.

1. Call to Order

The meeting was called to order by A. Johnson at 9:39 a.m.

2. Roll Call

Committee Members Present: K. Zimmermann (WVLS), M. Pregler (Antigo), R. Metzler (WVLS), A. Johnson (MCPL), H. O'Hare (Tomahawk), M. Handel (Medford), E. Brewster (Three Lakes), C. Luebbe (MCPL), and K. Heiting (Granton)

Also present: T. Schmidt, leaving at 10:00 a.m. (NWLS Mercer Library)

3. Approval of Agenda

E. Brewster (Three Lakes) moved to approve the agenda, seconded by H. O'Hare (Tomahawk). Motion carried.

4. Prepare WVLS/V-Cat Request for Information Document for Distribution to V-Cat Council, Vendors

K. Zimmermann (WVLS) updated the WVLS/V-Cat Request for information document and will share the OWLSnet document to the committee.

Committee members noted that having demos walk through each workflow would be ideal and that the same things should be seen from each vendor. Additionally, having written guidance ahead of time was suggested.

It was suggested that the committee look through the Sierra menus for guidance on what should be demonstrated.

The committee discussed the possibility of going on field trips to libraries that have the products to see them in action and get firsthand feedback.

The following sections were assigned to committee members to brainstorm questions for the vendors:

K. Heiting: patron linking

MCPL staff: acquisitions

R. Metzler: serials, interlibrary loan, authority control, e-Commerce, load profiles

M. Pregler / H. O'Hare: item records

E. Brewster: holds and paging
K. Zimmermann: Collection management, offline circ, loan rules, patron API, online patron registration, documentation and training, remote authorization, patron account functionality, integration with other companies, and cost
A Johnson: circulation and check in, shelf checkout
E. Brewster / K. Zimmermann: Notifications
K. Heiting/ C. Luebbe: inventory
M. Pregler: reports/stats
K. Zimmermann and R. Metzler: Systems Admin, implementation, and migration
K. Zimmermann and J. Johnson (NWLS): collaboration with systems

The committee discussed the desire to know the training timeline ahead of time. K. Zimmermann noted the RFI has a section that should cover that.

Discussion continued about the how easy to learn a new system might be. Suggestions were to ask libraries that currently use the product as well as asking the vendor. Additionally, committee members shared a desire to see the training materials that would be available.

Overall, the committee emphasized ease of use as very important.

5. Discuss ILS Scoring Matrix

A discussion of a possible scoring matrix occurred. K. Zimmermann shared the matrix that MCFLS used. In their matrix each section/function was rated. The committee liked this concept as it might allow for compromises.

The committee will use the RFI as a guide for the scoring sections with additional sections for training and support. The discussion continued to emphasize intuitive design versus functionally and scoring for both could be considered.

E. Brewster shared that she has a scoring matrix that can give us a starting point. She also shared a link to a working document.

K. Zimmermann added that we may want to ask open ended questions for feedback.

The committee agreed that gathering feedback in the same format from everyone would make measurement easiest and that leaving room for open ended feedback would be valuable as well.

K. Zimmermann suggested that the scoring matrix could be like the survey that was conducted Fall of 2021. If a function of the ILS is often used by the scorer, they could receive different questions than someone who does not often use that function. It was asked if identifying information could be added: which library are you from and what is your role at your library.

The committee discussed the possibility of presenting the committee's rating and the library staff ratings to V-Cat council.

The committee discussed that it is likely that not all products will be selected for demo. RFIs should be available to the committee before the next meeting. K. Zimmermann noted that

Innovative asked for an extension on the RFI due date. The committee agreed to grant the extension.

K. Zimmermann summarized a possible timeline for the next few meetings: look at RFI responses, select vendors for demos. In September the committee can prepare a scoring document and schedule demos for October – December.

6. Request for Future Agenda Items

Chair, A. Johnson asked that questions for demonstrations and the scoring sheet be ready for next meeting. Additionally, the committee will be looking at the RFI information received from vendors.

7. Set Next Meeting Date

The next meeting will be Thursday, July 14 at 9:30am. The committee also agreed to a possible additional July meeting on Thursday, July 21 at 9:30am.