

# V-Cat ILS Evaluation and Review Committee

## Meeting Notes for Thursday, September 22, 2022

This meeting was held in the WVLS office and remotely via BlueJeans.

### 1. Call to Order

Due to an outage on the GoToMeeting platform, the meeting was moved to BlueJeans, and called to order by Chair A. Johnson at 9:47 a.m.

### 2. Roll Call

Committee members present (those marked with an \* attended remotely.): A. Polinski\* (Rhineland), M. Pregler\* (Antigo) (left 10:48 a.m.), H. O'Hare\* (Tomahawk), K. Heiting\* (Granton), A. Johnson (MCPL), C. Luebbe (MCPL), R. Metzler\* (WVLS), K. Zimmermann (WVLS).

### 3. Approval of Agenda

C. Luebbe moved to approve the agenda, seconded by M. Pregler. Motion carried.

### 4. Discussion of ILS Demonstration Format and Scheduling

- Tentative schedule:
  - Koha November 16-17
  - Carl November 29-30
  - Sierra December 14-15
- Allows time for Committee and vendors to prepare.
- Demos scheduled 2 weeks apart.
  
- Reviewed Demonstration outline.
- 1.5 days/demo. 1 full day + ½ day.
- Virtual format, recorded for future use.
- Section 1. Overview/Circulation/Holds management/Circulation notices/Patron records/Fines.
- Section 2. Basic patron interface/Discovery interface/Systems administration/Authentication/APIs/ERM/Compatibility with other products.
- Section 3. Reports/Inventory/Item records/Cataloging/Serials/Ordering/Acquisitions.
- Will attempt to schedule breaks/lunches at a breaking point between different functions to facilitate attendance by staff who wish to attend only portions of the demo.
- K. Zimmermann will communicate Demonstration outline to the vendors.

### 5. Discussion of ILS Demonstration Attendees

- Staff from all V-Cat libraries will be invited to attend.
- Staff from NWLN libraries and NWLS staff (who have been a great help to this committee), will also be invited.

- Recordings of demos will be made available shortly after the demo.

#### **6. Discussion of ILS Evaluation Procedure**

- Reviewed scoring documents from MCFLS, NWLS, and V-Cat 2011 ILS committee.
- Surveys will be conducted online and sent out shortly after the demo, due before the next demo.
- Discussed scoring matrix and “weighting” of functions.

#### **7. Request for Future Agenda Items**

Approve meeting notes from previous meetings.  
Continue to finalize ILS Evaluation Procedure.

#### **8. Set Next Meeting Date**

Thursday, October 13, 2022.  
Thursday, November 10, 2022.

#### **9. Adjournment**

K. Heiting moved to adjourn, seconded by A. Polinski. Motion carried. Meeting adjourned 11:34 a.m.

9/22/2022 C. Luebbe, Recorder