V-Cat ILS Evaluation and Review Committee

Meeting Notes for Thursday, July 13, 2023

1. Call to order

The meeting was called to order by Chair A. Johnson (MCPL) at 9:33 am.

2. Roll Call & Introductions

Roll call was taken, and guests were recognized.

Committee members present: : H. O'Hare (Tomahawk), K. Heiting (Granton), A. Johnson (MCPL), T. Blomberg (Rib Lake), R. Metzler (WVLS), K. Zimmermann (WVLS).

Committee Members Absent: A. Greenhaw (Rhinelander), M. Pregler (T. B. Scott) C. Luebbe (MCPL)

Guests: D. Lacy (MCPL), J. Bauer (MCPL), K. McElligott (ByWater), G. Rae (NWLS), J. Johnson (NWLS), A. Demlow (Antigo), J. Zario (ByWater), K. Sullivan (MCPL)

3. Approval of Agenda

T. Blomberg moved to approve the agenda, seconded by K. Heiting. Motion carried.

4. Approval of Prior Meeting's Minutes

Alexander Moved to approve the minutes from the June 8th meeting with the amendment that T. Blomberg was present, seconded by H. O'Hare. Motion carried.

5. Q & A with ByWater Staff

ByWater staff shared their screen to address prepared questions shared in advance of the meeting. Questions are available in the Koha section of the V-Cat ILS Evaluation and Review Demonstrations page, as well as a recording of the session and follow up information from Bywater.

The questions focused largely on settings and workflows for cataloging, acquisitions, and reports.

6. Review of New Information Gathered

R. Metzler shared information about workflow possibilities within Koha from the Koha Cataloging working meeting. K. Zimmermann shared information on internet speed testing. At 2.6-5 Mbps Koha was very slow, but continued to function, while Sierra froze up and did not function. It was noted that V-Cat libraries are at either 50 Mbps or 100 Mbps with one exception. Katie shared the 2023 Library Systems Report from American Libraries and the Library Perceptions 2023 Survey of Library Automation results. It was noted that they include information about both Koha and Sierra.

7. Update from the NICE Project

A. Johnson reported that the initial phase of the project is complete. Key takeaways were reviewed, and it was noted that a full report is available on the Documents page of the NICE Libraries website.

8. Review of Progress on Final Report Draft (excluding final decision)

A. Johnson presented a draft of the final report, and asked for feedback.

9. Determine Final Decision-Making Process

The committee considered how other organizations have made a final decisions in similar situations. It was suggested that a pre-meeting survey would be valuable to provide evaluation feedback ahead of the meeting. The committee anticipates a product recommendation decision can be made at the August meeting.

It was noted that the survey information could be used to share with the V-Cat Council to share how we reached our decision.

Survey variables were discussed and it was determined that each product would be rated based on functionality areas including

- Acquisitions
- Cataloging and Records Mgmt
- Circulation
- Reports
- Systems Administration (Limit responses to ILS Admin staff or offer does not apply)
- Integration with Other Products
- Cost (including Costs coming from the company/products)
- Costs (tied to change adjustments for system staff and member libraries)

Committee members will also be asked to provide reasons for the ratings. A summary of survey results will be presented along with cumulative scores. The committee decided not to weight the results by area at this time. They can be added later if needed.

K. Zimmermann noted that she will be requesting new quotes from both vendors removing erm and serials from the quotes for final product recommendation considerations.

10. Request for Future Agenda Items

It was noted that the committee will need to go into closed session to review updated pricing information.

There may be new information to share/review after conversations with libraries that have moved from Sierra to Koha.

Additional agenda items were suggested: discussing survey results, setting up process for approval of final report, and taking action to make a recommendation.

11. Set up Next Meeting Date

The next meeting is scheduled for Thursday, August 10 at 9:30am

12. Adjournment

H. O'Hare moved to adjourn the meeting, seconded by M. Handel. Motion carried. Meeting adjourned at 11:41 am.

R. Metzler and K. Zimmermann Recorders