1. CALL TO ORDER: Meeting called to order at 1:00 P.M.
2. NOTE TAKER: Crystal Vela
3. INTRODUCTIONS OF TASK FORCE MEMBERS:
   a. PRESENT: Jesse Blazek; Jessica Nawrocki, Melanie Mertz, Crystal Vela, Debbie Sheehan, Renee Clanton, Peggy Tomzik-CHAIR, Kate Boyle-LIAISON, Pilar Shaker-LIAISON
   b. ABSENT: NONE
   c. VISITORS: Julie Lombardo, Cindy Maiello Gluecklich
4. REVIEW VENDOR DEMO PROCESS AND TIMELINE:
   • Four RFPS currently have been received and we are expecting a fifth one. It should be in by Wednesday August 28th at 4:00 P.M.
   • We are advised to look over the entire responses to the RFP from each vendor giving a demonstration in October.
   • Once the RFPS are reviewed by the ILS Search Committee, demonstrations will be scheduled with the top 2-3 contenders during the month of October.
   • After the vendor demonstrations are completed we will have a final meeting where we will discuss the merits of each vendor and will make a recommendation on behalf of the Circulation Task Force to the ILS Search Committee. Majority rules.
   • Recommendations from the various task forces will likely be different. They will all go before the ILS Search Committee who will make the final decision.
5. BRAINSTORM LIST OF FEATURES/ISSUES/CONCERNS FOR VENDOR DEMOS:
   • Can we limit by I Type and P-Type?
   • How integrated are patron records and item records? Currently, we cannot edit a patron record if we are viewing it within the item record screen.
   • Can we place holds on an entire series so that a patron would automatically receive the next item in the series? If so, will Precat records be isolated from the hold queue?
   • Can roaming items be automatically set to intransit status? Can we eliminate the option to put items directly on the holdshelf without it first being intransit?
   • Is it possible to send a notice to a patron informing them that their library card is expiring?
• Is it possible to include e-book checkouts within a patron record?
• How will the ILS interface with 3rd party self-checkout vendors?
• Is wireless inventory available?
• Does each library need to purchase its API license? Is it a consortia level license?
• Are there variations in regard to buy in levels? Can smaller libraries buy in at a lower cost and have access to fewer features?
• In terms of delivery and how we route items, what is going to be displayed across the screen when an item is set in transit to another library: a code or the library name? How will that work in conjunction with our delivery processes?
• Will the consortium pick up the cost of staff licenses?
• How easily can you get to the item record to the patron record and vice versa?
• Can we have an integrated POS?
• If you are using the backdate feature, is it possible to retain that date in the checkin mode even after going into a different mode and then returning to checkin?
• How many locations can your database accommodate at present?
• What is the maximum number of items that can be checked out within the entire consortium?
• What are some of the ways patron records can be categorized?
• Can the offline feature have an automatic push to the ILS?
• Will all of the patron information including checkouts, fines, frozen holds, reading lists etc. transfer after migration?
• Is there a way for the ILS to track the delivery of an item similar to the models of Amazon and UPS?
• How much control will the local library have to change parameters on their own, such as a loan rule determiner table?
• Will there be additional sorts for items?
• Is there going to be a way to access the ILS offsite? How mobile is it?
• Is the ILS web based or not? If it is web based, what is it optimized for? (eg. Firefox, Internet Explorer?)
• How will the ILS handle broken holds and or locked records?
• Is there going to be a way for us to “test drive” the product prior to going live?
• How long would it take to train a new circulation staff member?
• We love and would really like to keep the current functionality and rules of the current hold queue.
• Can overdue notices, billing notices, etc. be generated at the local library level or will they still need to be compiled at SWAN?
• In regard to notices sent to patrons, what sort of record keeping is available to staff? eg. date sent and format of notice sent?
• Do you have signature capture? Digital images?
• At the OPAC level, do patrons have the ability to edit their patron data such as phone number, email address, etc.?
• During the migration, will all patron information be retained, including fines and fees, frozen holds, holds, checkouts, etc.?
• Is there a mechanism to charge for holds not picked up by the patron?
• What sort of rapid update options are available, such as changing items from a new book shelf location to the general collection?
• Can you limit certain types of items to be checked out to a category of patron, eg. mature films cannot be checked out by juvenile accounts. Can items be checked out only if there is prior parental approval?
• Does your ILS have the ability to do off site patron registration?
• How many licenses and/or ports can your ILS support?
• How customizable are your screens at a local level? Can receipts generated be customized at a local level?
• What process is in place to suggest enhancements?

6. **DISCUSS EXPECTATIONS RE: RFP RESPONSES:**
• The expectation is that the Task Force members will be responsible for reading the responses to the RFPs thoroughly and carefully prior to the vendor demonstrations. This is vital to ensure that there is an informative and productive interaction during the vendor demonstrations and throughout the selection process.

7. **PUBLIC COMMENT:**
• Whatever vendor that we choose we need to make sure that it is in the patrons’ best interest.

8. **ADJOURNMENT:** - The meeting was adjourned at 2:48 P.M.