



Training & Enhancements Committee

Agenda

Tuesday, August 1, 2023 2:00 PM – 3:00 PM

Zoom Registration link: <https://prairiecat-org.zoom.us/meeting/register/tZEuf-CrrTktH9YDpNuDTTldKhqA1URbkfTm#/registration>

- I. Welcome and Introductions
- II. Committee Charge
 - a. To review current training resources and processes on an ongoing basis for needed revisions and additions
 - b. Advise PrairieCat staff on training needs of member library staff
 - c. Manage and recommend enhancements to Innovative using IdeaExchange (Innovative's enhancement site)
 - d. Communicate and promote training initiatives and IdeaExchange to PrairieCat members
- III. Approval of minutes from May 2, 2023 meeting
- IV. Training Projects Updates and Discussion
 - a. Newsletter Contributions / Did You Know Tips
 - b. [IdeaExchange feedback](#)
 - c. Excel Training Sessions
 - d. Prepare and review annual strategic plan survey questions
- V. Website Redesign
 - a. Outstanding issues / feedback
 - b. Talent LMS and new resources page on website
- VI. Vega Discover
 - a. Training Sessions / other support materials
[Marketing Materials](#)
[Vega Resources](#)
- VII. Questions, comments, etc.
- VIII. Adjourn
Next meeting: Tuesday, November 7, 2023 at 2:00 PM



**Training Committee
Draft Minutes
Tuesday, May 2 2023, at 2:00 p.m.
Zoom**

- I. Welcome and Introductions** – Smith (PC) welcomed everyone, and everyone introduced themselves. We have a new committee member, Danielle Bazarek from Freeport (FP).
- Present:** Bazarek (FP), Blackmer (CV), Bonny (PC), Bradley (WO), Coulter (PC), Fine (PR), Hancock (LP), Landis (PC), Peschang (RD), Slanicky (PC), Smith (PC), Tedder (PC), Zanelli (PC)
- Guests:** Finnerty (NC)
- Absent:** Sullivan (RL).
- II. Committee Charge**
- a. To review current training resources and processes on an ongoing basis for needed revisions and additions.**
 - b. Advise PrairieCat staff on training needs of member library staff.**
 - c. Manage and recommend enhancements to Innovative using Idea Lab (Innovative’s enhancement site).**
 - d. Communicate and promote training initiatives in Idea Lab to PrairieCat members.**
- III. Approval of minutes from November 5, 2022, meeting and February 7, 2023 meeting** – Blackmer (CV) made a motion to approve the November 5, 2022 and February 7, 2023 minutes as written, seconded by Bradley (WO). Motion approved.
- IV. Training Projects Updates and Discussion**
- a. Newsletter Contributions / Did You Know? Tips** – No new suggestions were made. Send any suggestions for the monthly newsletter to elizabeth.smith@prairiecat.org. Send any suggestions for “Did You Know?” to melissa.landis@prairiecat.org.
 - b. IdeaLab now IdeaExchange** – IdeaLab was Innovative’s previous enhancement site and has been replaced by IdeaExchange.



- i. <https://ideas.iii.com/> - IdeaExchange is now live and can be found at <https://ideas.iii.com/>. Two PrairieCat staff will be going to IUG (Innovative Users Group) next week and if they hear anything new about IdeaExchange, Smith (PC) will pass on the information to the committee members.
- ii. **“Innovative’s new platform for enhancement suggestions is ready for your new ideas on how to improve the products we rely on. You can browse ideas without logging in, but will need to create an account to vote for, rank, comment on, or submit ideas.”** - You do not have to login to IdeaExchange to see the suggestions for enhancements, but you do need to login to vote, comment or submit suggestions. To submit a suggestion, click on **ILS-Sierra** or **Vega Discover**, enter your information, then click on **Post Idea**. Ideas are grouped by categories. You can vote on the ideas. Choices are: Nice to have, Important, or Critical.
- iii. **Create Account Info** - Select **Sign In** at the top for the option to create an account. You only need to enter your email, name and create a password to create an account. Click on **My feedback** on the left to enter your idea for an enhancement. You can see the status of the ideas: Already supported, Planned, or Product Review (Idea Lab). The status of each idea is displayed: Already Supported, Under Review, Planned, or Product Review (Idea Lab).

V. Website Redesign

- a. **Demo** – Smith (PC) did a demo of the new PrairieCat website. The Prairie Cat website likely will be launched the 3rd or 4th week in May. It is about 90% complete. At the top of website is Quick System Status, which shows the status of Sierra, Encore, and eCommerce. If green, it is working OK, if red, it is not working. There is a link to the Help Desk on the right. Clicking on **Help Desk** shows known issues. You can click on an issue to see details. This lets you know if the issue you are having has already been reported and what the status is. The website server is located in a different time zone and sometimes displays meetings with the wrong times. This has been reported and will be fixed soon. Coulter (PC) thanked everyone, especially Smith (PC) who worked on the new website. Smith (PC) thanked Tedder (PC), Landis (PC), and Knippel (PC) who added documentation to the website.
- b. **Testing / Member Logins** – You must be logged in to access Member Access. All documentation is searchable.



- c. **Talent LMS and New Resources Page on Website** – Quick Link at the bottom of the website has an icon for Online Training / Talent LMS.

VI. Vega Discover - Smith (PC) demonstrated how to use Vega. You can use Vega to checkout resources from Overdrive and eRead. Innovative uses the term location drawer which may be confusing to patrons. It may get renamed to location drawer (menu) instead. Smith (PC) will add a note about returning items in eRead. The Vega kiosks were discussed. The kiosk limits a search to only your library's holdings. Patrons are used to seeing all holdings with the home library's items listed first. To see the rest of the items, the patron needs to click on a link to search all libraries. Since patrons are used to seeing everything now, it was decided to remove all of the kiosk URLs in L2 now and then remove them on the Innovative server later.

- a. **Feedback on Patron Help Site** – The patron help site can be found at: <https://sites.google.com/view/prairiecatnewcatalog/help>. This supplements the Innovative documentation in Help in Vega Discover. Most things have screen shots. The option on the left for New Catalog Home Page lists a description for Profile, Bookmark, Home, and Question Mark. However, the icons on the right are in the reverse order. Smith (PC) will switch them around so they are all in the same order. One icon has been changed and needs to be redone. Send suggestions for the patron help site to elizabeth.smith@prairiecat.org. In several different things the location drawer is referenced. It was suggested to use "location menu" instead. This information was copied from Innovative's documentation, which uses "location drawer". The committee members agreed to use "location drawer (menu)" instead. Smith (PC) will add an explanation of what a location drawer is and can add a screen shot.

VII. Questions, Comments, Etc.

- a. **PUG Day** – Send suggestions for PUG Day presentations to elizabeth.smith@prairiecat.org.
- b. **Logins for Website** – Three people stayed after the meeting to practice logging into the website with Smith (PC).

VIII. Next Meeting: Tuesday, August 1, 2023, at 2pm via Zoom

Training Questions for Annual Strategic Plan Evaluation Survey

Please rate your level of agreement with the following statements about PrairieCat provided Sierra/Encore Training:

Strongly Disagree – Strongly Agree

1. Training opportunities such as TalentLMS courses and live training classes are communicated effectively.
2. I am satisfied with the quantity of PrairieCat training opportunities that are offered.
3. My library uses PrairieCat training classes to help train new staff or teach new skills to current staff.
4. Training materials and resources are easy to find on the PrairieCat website.
5. Training manuals, technical bulletins, and other training resources are easy to use.

Please rate your level of satisfaction with the types of training and events offered:

Strongly Disagree – Strongly Agree

1. Selfpaced training on TalentLMS
2. Live training classes via Zoom
3. In-person training classes
4. Continuing education events(PUG Day, member updates, professional development webinars)

What can PrairieCat do to improve Sierra/Encore training?

What continuing education or Sierra training would you like to see offered?

Please share any other comments about training and continuing education here.