

**Training and Enhancements Committee
Draft Minutes
Tuesday, February 6 2024, at 2:00 p.m.
Zoom**

I. Welcome and Introductions - Smith (PC) started the meeting and took attendance.

Members Present: Bonny (PC), Bradley (WO), Coulter (PC), Evans (SY), Fine (PR), Hancock (LP), Landis (PC), Slanicky (PC), Tedder (PC), Zanelli (PC).

Guests: (None)

Members Absent: Blackmer (CV), Peschang (RD) 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 Nov. 7, 2023, meeting – Evans (SY) made a motion, Hancock (LP) seconded to approve the 11/7/23 minutes as written. Motion approved.

IV. Training Projects Updates and Discussion

- a. **Newsletter Contributions / Did You Know Tips** – The newsletter is sent out monthly and has a 50% open rate. Send suggestions to Smith (PC) at Elizabeth.smith@prairiecat.org for content. Smith (PC) announced the newsletter at the recent Delegates Assembly meeting and five new subscribers were added.
- b. **Talent LMS** – Smith (PC) updated the PrairieCat website for Vega Discover. The support site documentation section still has the Encore manual and webPAC as a reference and will be kept for now. They have a disclaimer that they are no longer supported. Decision Center will be moving to named logins in the future. Smith (PC) has a script ready for the About PrairieCat video. It should be ready by end of February to go to Talent LMS. Smith (PC) will post it on Base Camp for feedback when it is ready for review. Smith (PC) is also consulting with RAILS on a RAILS vs. PrairieCat document and a final version should be ready at the end of the month

The original MARC training was done on-site in one session with the library member with everything in one day, then proceeded with the next six months to one year, working through phone calls, Zoom sessions, following through with the training and working with files, which was very tedious. Tedder (PC) started an instructor led class in Talent LMS for now and broken up into units with each section as its own unit with orientation, MARC Report, and all the different platforms that MARC members are supposed to be doing. There is a waiting list to begin another training session. The goal is to transition the course into more of a hybrid class with self-paced on demand parts, with quizzes and tests. The class will be able to accommodate more people. This covers our policies in regard to editing records, creating records, what to do in the database, and following policies and procedures. There was good feedback from the current students and the next round of classes will be in March.

- c. **Update: Feedback From Annual Strategic Plan Survey Results** – We have had to move away from attaching files to email and instead point people to the website. This was discussed again internally at PrairieCat and is not something that we can change. There are data storage and security issues accessing statistics, reports, and meeting documents. PrairieCat staff did talk about including direct links in the emails to help with this.

We had also discussed listing duties next to staff on the staff list on the website. It was discussed internally and decided to group duties by department instead of next to each individual staff person. We want people to open a Help Desk ticket instead of contacting individual staff in case that person is off. The Help Desk tickets go to several PrairieCat staff.

- d. **Training / Marketing Materials: Spanish Language** – Smith (PC) received an inquiry a couple months ago asking if promotional material for Vega was available in Spanish. This is not something that we currently do and don't have the expertise on staff to do translations of these materials. This is the first request we have received for Spanish materials. Coulter (PC) said that PrairieCat could pay to have a Vega brochure done in Spanish. The person who did the Polish translation for Vega could probably do a Spanish version of the Vega brochures. Fine (PR) has seen Spanish speaking patrons using Vega and would like to see Spanish materials made available. Some libraries have Spanish mobile app brochures. PrairieCat staff will work on getting Spanish Vega and mobile app brochures in Spanish. Coulter (PC) suggested asking Innovative to put something on their website in Spanish at <https://documentation.iii.com/product-documentation/vega.php>.

V. **Vega Discover**

- a. **Idea Exchange** – Idea Exchange is the platform that Innovative is using for users to submit ideas, and we have been encouraging this committee and the membership to use that, and then also review the roadmaps. We learned in December that there will be some changes made in the process for enhancements. Users will still be able to submit ideas on Idea Exchange but

there is going to be a more complex system for voting on those ideas into plan development.

The Innovative User's Group (IUG) has created working groups that will submit 20 ideas and then after further review and appointing process, the IUG members will then vote to prioritize ideas for implementation. The winning ideas Innovative will then commit to deliver on these enhancements within 12 months. Smith (PC) joined the IUG member exclusive enhancement process Vega Discussion working group. This group will help select the ideas for printing, prepare a list of ideas for member voting, help conduct the voting, and help ensure that the feature is added in the expected manner. The first meeting is in February, 2024. As consortia, PrairieCat only has one vote. Woodstock is an IUG member. It costs a range of \$100 to \$150 per year for a library to become an IUG member, depending on how many items the library owns. Every PrairieCat library is encouraged to consider becoming an IUG member.

Everything on the actual product roadmap now is in planned development and Innovative said in December that they had updated this. Things on the roadmap are planned and then everything on Idea Exchange currently is just under review. Some of the ideas have the other statuses of planned, completed, or closed. So essentially, the working groups are going to pull from all these ideas that are under review and submit those as our suggestions. Innovative will be getting feedback from other areas that they will also consider. This is an agreement that was made between IUG and Innovative, particularly with the deadline of twelve months. The twelve-month deadline was set because some of these ideas have been there a long time. Smith (PC) will be sharing with this committee in Base Camp the ideas that she sees and ask for feedback. If anyone was at Delegates Assembly, you know that the PrairieCat info sites are no longer supported. PrairieCat is no longer hosting these sites, and the cataloging enrichment content from Syndetics will no longer be included in Encore. We are only going to have the cover art available in Encore. PrairieCat will host Encore for a least another year and half and then it will be re-evaluated.

- b. Recent Vega Updates** – The patron list bookmark list transfer is complete. It took longer than Innovative was expecting, and they had to do it in pieces. There were a handful of exceptions that failed to ingest with the patron list that Innovative is still working on. Eread Illinois integration continues. Innovative can only integrate groups of five libraries at a time. To see if your library has been integrated, click here: <https://support.prairiecat.info/documentation/policies-procedures-documentation-online-catalog-and-patron-services-vega-discover-1>.

The fiction/non-fiction facet was recently released and was renamed literary form. Videogames do not rollup in Vega.

III is working on user roles and permissions. This will help with home page customizations.

Eread and Overdrive are update daily, which is very taxing on our servers.

VI. PUG Day 2024 Suggestions – The 2024 PUG Day will be a virtual, two-day event in late September. The Engagement Committee will be meeting the week of February 12, 2024, and will officially finalize the dates and share the details of the sessions. Smith (PC) asked for suggestions for topics. She will start a list of topics in Base Camp.

VII. Questions, Comments, Etc.

a. Teams Webinar – Smith (PC) asked if any of the committee members had experience using Teams Webinar. Hancock (LP) has used it once or twice only as a user. Bradley (WO) has used it as both a user and presenter. She was unable to share her screen after starting recording. Both said it is comparable to Zoom. Smith (PC) will investigate the possibility of using Teams Webinar for some the of the PUG Day presentations.

b. Meeting Times for the Next Fiscal Year – Smith (PC) will do a survey about shifting the meeting times for the next fiscal year.

VIII. Next Meeting: Tuesday, May 7, 2024 at 2:00 pm