



Training & Enhancements Committee

Agenda

Tuesday, July 30, 2024 10:00 AM – 11:00 AM

Zoom Registration link: <https://prairiecat-org.zoom.us/join/joinmeeting/register/tZAqdOigqD0oHdFhxvlpkjmXFWFjgdfVoArN>

- 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
 - d. Communicate and promote training initiatives and IdeaExchange to PrairieCat members
- III. [FY25 Meeting Schedule](#) and Committee Members
- IV. Approval of minutes from Feb 6, 2024 meeting
- V. Training Projects Updates and Discussion
 - a. Newsletter Contributions / Did You Know Tips
 - b. Talent LMS – Vega Discover Revisions
 - c. Annual Strategic Plan – Next Steps
 - d. Training / Marketing Materials – About PrairieCat docs
- VI. Vega Discover
 - a. IdeaExchange and MEEP Enhancement Voting Process
 - b. Discussion Patron Landing Page
 - c. User Roles and Permissions Testing / Demo
- VII. PUG Day 2024
- VIII. Questions, comments, etc.
- IX. Adjourn
Next meeting: Tuesday, Nov 5, 2024 at 10:00 AM



**PrairieCat Training Committee
FY25 – July 2024 to June 2025**

To email the entire committee: training@prairiecat.simplelists.com

Committee members	Committee Role/ Liaison	
Danielle Bazarek Freeport Public Library		dbazarek@freeportpubliclibrary.org
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Dana Fine Princeton PL		dfine@princetonpl.org
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Vacant		
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**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.

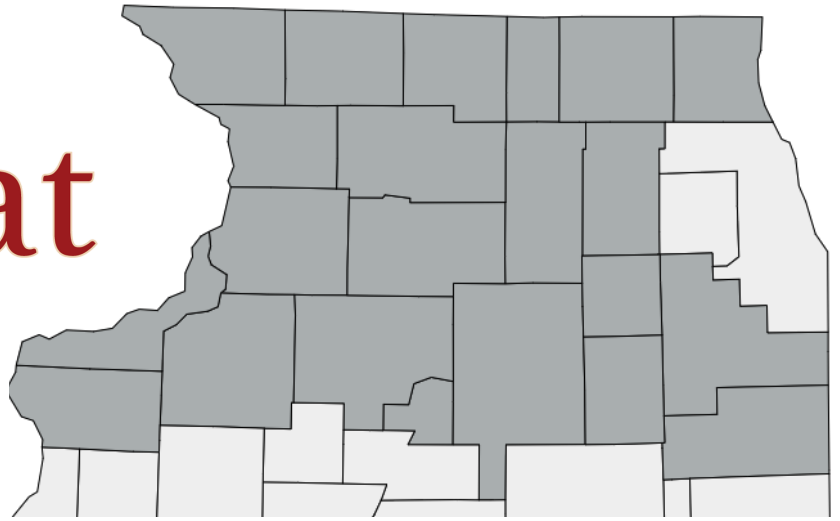
a. Teams Webinar – Smith (PC) asked if any of the committee members had experience using Teams Webinar. Hancock (LP) has used it once or twice only as a user. Bradley (WO) has used it as both a user and presenter. She was unable to share her screen after starting recording. Both said it is comparable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



PrairieCat



Membership

138 MEMBER LIBRARIES

By Library Type

- 2 academic libraries
- 104 public libraries
- 31 school agencies
- 1 special library

By Membership Level

83 Fully Participating

- 2 academic libraries
- 76 public libraries
- 5 school agencies

20 Basic Online

- 17 public libraries
- 3 school agencies

35 Union Listing (non-circulating)

- 11 public libraries
- 23 school agencies
- 1 special library

Governance

PrairieCat is governed by two bodies. The Delegates Assembly includes a delegate from each circulating member and the four Union List representatives.

The Administrative Council is an 11-member board elected by the library delegates.

Twelve staff support the members, maintain the systems, and administer the organization.

Access

5,129,702 items owned within the system

1,219,011 unique titles within the system

329,824 total patrons

Resource Sharing

4,791,640 items circulated

652,101 interlibrary holds filled

546,338 reciprocal borrowing transactions between PrairieCat libraries

Shared Technology

Members share an integrated library system, Sierra from Innovative, to provide automation for daily library operations including circulation, cataloging, reporting, and more.

End users have access to 5.1 million items through the shared catalog, Vega Discover from Innovative.

Funding

PrairieCat is funded primarily through membership fees. The governing bodies annually review and vote on the organization budget and members fees.

PrairieCat also applies for an annual grant from RAILS to provide services and support to member libraries.



What are the differences?

Reaching Across Illinois Library System (RAILS) is a government agency that provides services to libraries in the northern and west-central areas of Illinois.

RAILS is one of three state-funded regional library systems in Illinois (the other two are the Illinois Heartland Library System and Chicago Public Library).



PrairieCat is a consortium of libraries that share an integrated library system (ILS).

PrairieCat is also a government agency. Member libraries each have a legal intergovernmental agreement (IGA) with the other PrairieCat members to share services and the ILS.

RAILS is governed by a 12-member board, elected by member libraries.



PrairieCat is governed by two bodies. The Delegates Assembly includes a delegate from each circulating member and the four Union List representatives.

The Administrative Council is an 11-member board elected by the library delegates.

RAILS is a multitype library system serving more than 1,250 academic, public, school, and specialized libraries.



PrairieCat is a multitype system serving 138 academic, public, school, and specialized member libraries.

Two levels of membership use the PrairieCat for circulation and patron empowerment features. The third level, Union List, only uses the system for interlibrary loan.

All member libraries must comply with requirements as defined by Administrative Code Rules, Illinois Library System Act ([23 Ill.Admin. Code 3030.200](#)).



All member libraries must comply with requirements as defined in the IGA and organization bylaws. RAILS membership is required to be a PrairieCat member.

RAILS receives most of its budget through the Illinois State Library, a part of the Illinois Secretary of State's Office.



PrairieCat receives a grant from RAILS to provide services and support to member libraries, which covers approximately 30% of PrairieCat costs.

RAILS members do not pay dues to be part of the system.



PrairieCat libraries pay membership fees which cover about 70% of the costs to operate the consortium. The Delegates Assembly approves the budget and member fees based on a formula.

RAILS has around 80 staff members based out of five locations around northern Illinois. Around half of RAILS staff members are involved with interlibrary loan delivery services.



PrairieCat has 12 full-time staff members that maintain and support the system and run the organization.

PrairieCat Benefits:

PrairieCat manages the ILS (Sierra and Vega Discover) for member libraries. That includes cataloging and database management, reports, notices, training, and communication with Innovative and other vendors. PrairieCat also provides **continuing education**, and **shared technology** through e-commerce and an optional mobile app.

The website is a great starting point and provides links for the help desk and online forms: support.prairiecat.info

RAILS Benefits:

Delivery of interlibrary loan materials – System members can get interlibrary loan materials delivered to and from any other Illinois library for free. This includes books, movies, music, and more.

Continuing education – RAILS holds frequent low cost/no cost webinars and workshops on topics related to libraries (i.e. library programming, collection development, increasing circulation). Most events are archived and available to watch at any time.

Grants – RAILS offers a number of grants for members including the Continuing Education Event Grant, which allows members to host their own professional development at no cost, and the My Library Is... Grant, which helps fund programs that promote library services.

Deals and discounts – RAILS offers members a number of cooperative purchasing programs and vendor discounts at no cost.

Support for e-books – Any system member can participate in a fee-based program called eRead Illinois, which offers affordable access to Baker & Taylor's Boundless platform.

Email lists and networking groups – Members also have the opportunity to connect and discuss new ideas and best practices. Any staff from any library can join one of our 40+ email lists or meet up with a networking group in their area.

Reservas

Si su biblioteca no tiene un título o no está disponible actualmente, tiene la posibilidad de reservar el título y recibirlo de otra biblioteca.

- Inicie sesión en su cuenta.
- Busque el título y seleccione el formato que desea en la pestaña secuencial.
- Seleccione el botón **Place hold (Hacer una reserva)**.
- Confirme el lugar de entrega. El lugar de entrega automáticamente será el predeterminado en su biblioteca; sin embargo, puede elegir un lugar de entrega diferente.
- Aparecerá un mensaje de **Request Successful (Solicitud exitosa)** cuando se haga la reserva.
- Nos comunicaremos con usted cuando su artículo esté listo para recoger.

Renovar artículos

Los artículos se pueden renovar siempre y cuando su cuenta esté al día, no haya reservas del material o aún no haya excedido el límite de renovación.

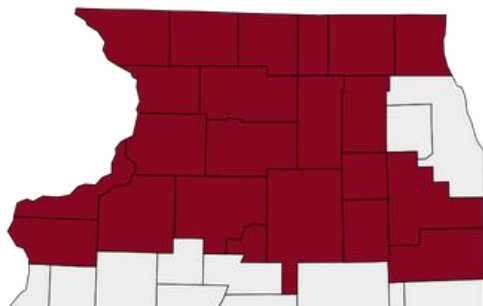
Verifique con el personal de la biblioteca los períodos de renovación específicos.

- Inicie sesión en su cuenta.
- Seleccione **My Bookshelf (Mi estantería)** y luego la pestaña **Checkouts (Retiros)**.
- Seleccione **Renew (Renovar)** junto al artículo que desea renovar.
- Recibirá un mensaje si la renovación se realizó correctamente o no.

Sistema de Renovación Telefónica: 1-888-542-7259
Para utilizar este servicio necesitará el número de código de barras de su biblioteca y el código de barras de la biblioteca del artículo que desea renovar.

Buscar PrairieCat

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Inicie sesión primero con su número de tarjeta de biblioteca.

Su número PIN son los últimos 4 dígitos del código de barras de su biblioteca, a menos que lo haya cambiado.

PrairieCat buscará en todas las bibliotecas a menos que elija una ubicación de biblioteca específica en el panel Refine results (Ajustar resultados).

Si está en una computadora pública en una biblioteca, no olvide cerrar sesión antes de dejar la computadora.

Búsqueda

Ingrese términos de búsqueda como el título de un libro, un autor o un tema en particular. La página Search Results (Resultados de búsqueda) muestra artículos que coinciden con sus términos de búsqueda.



Debe iniciar sesión para acceder a todas las funcionalidades que ofrece el catálogo. Cuando realiza una búsqueda en el catálogo de su biblioteca, la página Search Results (Resultados de búsqueda) y la página Resource (Recursos) enumeran primero la disponibilidad en la biblioteca de origen. Seleccione Find a copy (Buscar una copia) para ver la disponibilidad en otras bibliotecas de PrairieCat.

AJUSTAR LOS RESULTADOS

Ajuste una búsqueda para limitar los resultados de la búsqueda.

- Seleccione filtros en el panel Refine Results (Ajustar resultados), como Format (Formato), Age Group (Grupo de edad), Language (Idioma), Locations (Ubicaciones), etc.
- Después de seleccionar un filtro, seleccione Apply (Aplicar).
- Seleccione Reset Filters (Restablecer filtros) para borrar los filtros.
- Seleccione el icono de candado para conservar esos filtros en su próxima búsqueda.

ENCONTRAR EL ARTÍCULO

Una vez que encuentre el artículo que desea, seleccione Find a Copy (Buscar una copia) para ver el número de clasificación y la disponibilidad.

GUARDAR LA BÚSQUEDA

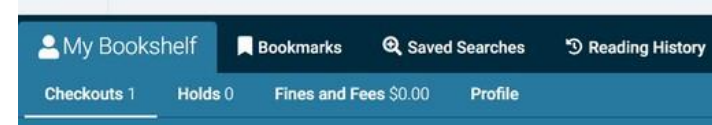
En la página Search Results (Resultados de búsqueda), seleccione **Save Search (Guardar búsqueda)**. Puede guardar hasta 100 búsquedas. Las búsquedas guardadas permanecen en su cuenta hasta que las elimine.

EXPLORAR LA BÚSQUEDA

Si selecciona un título o un autor, el catálogo muestra información sobre el recurso y artículos relacionados, contribuyentes y temas que también puede explorar.

Mi estantería

Inicie sesión para ver la información de su cuenta, listas guardadas, retiros, reservas, multas y tarifas. Puede guardar consultas de búsqueda en My Bookshelf (Mi estantería) para usarlas más adelante. Puede crear y editar listas para organizar sus artículos marcados. Y puede optar por ver y guardar su historial de lectura.



RETIROS

Vea los artículos actualmente prestados y sus fechas de vencimiento.

RESERVAS

Vea los artículos que tiene en espera y si están disponibles para retirar. También puede cancelar o congelar sus reservas.

MULTAS Y TARIFAS

Vea el dinero adeudado y pague en línea.

PERFIL

Vea la información de su cuenta, como dirección, fecha de vencimiento, etc.

READING HISTORY (HISTORIAL DE LECTURA) conservará información sobre los títulos que haya retirado y devuelto. Puede ordenar por fecha de retiro, título o autor.

SI YA HA OPTADO POR MANTENER SU HISTORIAL DE LECTURA, SU HISTORIAL DE LECTURA SE SINCRONIZARÁ UNA VEZ QUE INICIE SESIÓN EN EL NUEVO CATÁLOGO.

Para ello, seleccione **My Bookshelf (Mi estantería)** y luego **Profile (Perfil)**. Seleccione **Keep Reading History (Conservar historial de lectura)**.