

**Training and Enhancements Committee
Draft Minutes
Tuesday, July 30, 2024, at 10:00 am
Zoom**

- I. Welcome and Introductions** - Smith (PC) started the meeting at 10:00 am and took attendance. She welcomed our newest committee member, Yoni Nelson from Nippersink Public Library (KR).

Members Present: Bazarek (FP), Bonny (PC), Bradley (WO), Fine (PR), Hancock (LP), Landis (PC), Nelson (KR), O'Hara (PC), Smith (PC), Tedder (PC), Zanelli (PC).

Guests: (None)

Members Absent: Blackmer (CV), Evans (SY), Peschang (RD) Slanicky (PC), 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 IdeaExchange.**
- d. Communicate and promote training initiatives and IdeaExchange to PrairieCat members.**

- III. FY25 Meeting Schedule and Committee Members** – The new fiscal year started July 1, 2024. We have a new meeting schedule and updated committee member list. The committee member list in the packet is missing Yoni Nelson from Nippersink Public Library (KR). If you need to drop off the committee, let Smith (PC) know. We prefer that everyone stay.

- IV. Approval of minutes from February 6, 2024, meeting** – Bradley (WO) made a motion, Hancock (LP) seconded to approve the February 6, 2024 minutes as written. Motion approved.

V. Training Projects Updates and Discussion

- a. Newsletter Contributions / Did You Know Tips** – O'Hara (PC) is the new user experience specialist for PrairieCat and has been doing a lot of great posts on social media with PrairieCat library news and training tips. You can put suggestions for the newsletter and Did You Know in the chat. You can also send suggestions to Smith (PC) at Elizabeth.smith@prairiecat.org for content.

- b. Talent LMS – Vega Discover Revisions** -O’Hara (PC) has been working on re-recording the Vega Discover course that is in Talent LMS. It was last recorded in November of 2023 by Smith (PC) and Vega Discover has changed significantly since then. So far, 102 people have completed that course in Talent LMS and overall, the survey feedback was very positive with most people selecting very satisfied or satisfied. Once the class has been updated, Smith (PC) will put an announcement in the newsletter to let people know. It is still following the same structure, but there are things that have changed since the course was created. Right now, Vega Discovery is included with the Essentials series, and it will be broken out into its own category. We will need separate courses for showcases, homepage builder, and user roles.
- c. Annual Strategic Plan – Next Steps** –The annual strategic plan is being renewed for the next three years. We are going to maintain the four strategic directions of training, engagement, governance, and user experience. We plan to send out the annual evaluation survey in the fall of 2024. The survey will help us create goals and activities when we meet again in November 2024.
- d. Training / Marketing Materials – About PrairieCat docs:** –The training/marketing materials are included in the July 30, 2024, meeting packet. They are available on the PrairieCat website under “About” at the top. If you click on “About” and scroll down, you will see the differences between PrairieCat and RAILS. The annual report will be updated for FY2024 in the next month or two, and it will be updated here on the website soon. You can see a brief overview of PrairieCat and RAILS. The suggestion came from this committee to have a Spanish language Vega Discover brochure. We did get that translated and it is available on the support site. It can be found under “Services”, “Marketing Materials”. A third party was used for the translation.

VI. Re-Approval of February 6, 2024, Minutes- There were not enough committee members present for a quorum at the beginning of the meeting, so a second vote was taken to approve the February 6, 2024, meeting minutes. Bradley (WO) made a motion, Hancock (LP) seconded to approve the February 6, 2024, minutes as written. Motion approved.

VII. Vega Discover

- a. Idea Exchange and MEEP Enhancement Voting Process** – If you are an IUG (Innovative Users Group) member, you can vote in the enhancement process. Voting closed July 26th. So hopefully those of you that are members of IUG, or whoever your site contact at your library is, did vote in that. The enhancements that won the voting will soon be announced by IUG and then passed off to Innovative to be completed within a year. That process is just an agreement between IUG and Innovative and is not the only way for enhancements to happen. So please continue to use IdeaExchange and vote in there. IdeaExchange can be found here: <https://ideas.iii.com/> All you need

is to have an email address and create an account. Even without creating an account, you can still browse ideas. But to comment and vote you need to log in. You can also submit things to the Sierra realm. We have talked a lot about Vega Discover because it is new, but you can also make suggestions for all of the other Innovative products. Once you select the product that you want to look at, you can browse new ideas. The recently hot's are the ones that have a lot of interaction and Top is going to be the ones that have the most votes so far. They also have tags that they use like Under Review and Completed. So you might notice that you have the option to filter by status as well. If you see something you are interested in that has already been submitted, you can vote or comment on it. For example, a recent enhancement included the call number searching in Vega Discover. However, the call number must match exactly in order for a match to be found, so that enhancement then prompted several other submissions to enhance the feature. It's not very useful as it is now. Tedder (PC) submitted a suggestion to include a wildcard search option in Vega Discover. Please vote for it if you haven't already.

- b. Discussion Patron Landing Page** – Right now PrairieCat has our marketing materials on the support site. These are items that libraries can choose to download and use. Some of them are editable templates, like the Canva template. That is one offering that PrairieCat does that is patron facing. A new site was created for new catalog help when we launched Vega Discover last fall. This was an opt in option if people wanted to add it to their Vega Discover links at the top of their header. There is also a My Account page, eResources and a general What's Prairiecat? option. So this site needs to be refreshed and redesigned, particularly in consideration of digital accessibility. We want to be very careful with things that we are putting out there for patrons and make sure that they meet accessibility standards. Smith (PC) ran some Google analytics on the help site. In a week there were 400 visits to the page. The main page had only seconds of interaction and the eResources help had an average of one minute interaction. Another patron facing resource we have out there is the opt in to text alert Skye. The ILL form is another patron facing tool. This is limited to the participating libraries that would then be linked on their Vega Discover site. It's an area where we haven't really provided a lot of resources and support except for some marketing flyers. Smith (PC) did a quick ten question Zoom poll that she asked everyone to fill out and give suggestions for future training projects. This is the first time we have used a Zoom poll and some of the PrairieCat staff were not able to use it. The problem may have been caused by being set as a host. The committee members at the libraries were able to use the poll without any problems. Suggestions included: the ability for libraries to make their own changes in Vega Discover but still have the option for PrairieCat to make the changes for smaller libraries that are unable to do it themselves, more help documentation for patrons, the ability for a library to make their own changes to the home page, a chat box, shorter training videos (two minutes or less), training materials for the mobile app, and searching tips for Vega Discover.

c. User Roles and Permissions Testing / Demos – Fine (PR) and Hancock (LP) have started testing Vega user roles and permissions. If anyone else on the committee would to test that, please send Smith (PC) an email Elizabeth.smith@prairiecat.org. This would give you a staff login to Vega Discover. Then you would have the ability to edit. A test site would be created for you since it is still in Beta testing. Our feedback is being shared with Innovative so they can work out any problems before it is made available for general use. The User Experience Committee is going to be working primarily on the Mobile App project. We are currently the Capira OCLC app. Our contract is up so we are reviewing our options. There is an Innovative mobile app demo scheduled and this committee is invited to attend if you would like to. The topic is III Mobile App demo and it is on August 16, 2024, 1:00-2:30 pm via Zoom.

VIII. PUG Day 2024 – PUG Day will be September 26 and 27, 2024. All sessions will be virtual this year. Information is available on the support site at: <https://prairiecat.libguides.com/pugday2024>. You are encouraged to attend and share this information with your coworkers about these sessions.

IX. Questions, Comments, Etc. – None.

X. Next Meeting: Tuesday, November 5, 2024, at 10:00 am via Zoom