



**Training Committee  
Draft Minutes  
Tuesday, August 3, 2021 at 2:00 p.m.  
Zoom**

I. Welcome and Introductions

Present: Blackmer (CV), Bradley (WO), Dale (RL), Fine (PR), Hancock (LP), Landis (PC), Middleton (NL) Smith (PC), Tedder (PC), Zanelli (PC)

Guests: Devonte Turner (Chicago Heights)

Absent: Bonny (PC)

Welcome and thank you to Katie Bradley from Woodstock (WO), who has volunteered to serve as Chair for FY22. She called the meeting to order at 2:00 pm and welcomed everyone. Each member introduced themselves.

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 May 4, 2021 meeting –

Blackmer (CV) made a motion and Hancock (LP) seconded to approve the May 4, 2021 minutes as written. Motion approved.

IV. Update: Strategic Plan Evaluation Framework and Survey Questions –

At the last meeting, we reviewed the draft survey questions. The final draft will be posted for review by the end of the week. Please share any feedback. The survey will most likely run the last two weeks of August.

V. Update: Vega Demo and Strategic Partnership –

Some Committee members serve on other committees and PrairieCat has talked about a Vega partnership with Innovative at the meetings and updates. PrairieCat has signed on to be a development partner for the Engagement Suite of Vega, which includes the Interact and Promote modules. There is a team of PC staff and representatives from member libraries who will provide usability



feedback and testing. The agreement is simply for the development portion, and if PrairieCat decides to buy the product later on, we will receive a discount for participation.

VI. Update: Resource Sharing Summit –

The Resource Sharing Summit is an in-person event on Thursday, Oct. 21, 2021 (9:30 am – 2:30 pm) in DeKalb at Franda’s. Register in L2 at: <https://librarylearning.org/event/2021-10-21/prairiecat-resource-sharing-summit>.

Join us to co-create a possible new PrairieCat membership level that could provide new and enhanced tools for increased patron engagement. We will discuss our collective interests and needs, learn about options and tools for PrairieCat Plus, and develop a possible management structure. For example, a PrairieCat Plus membership may include a product like the Vega Engagement Suite. Everyone is encouraged to attend or at least send a representative from your library.

VII. Training Project Updates and Discussion

a. Newsletter Contributions / Did You Know Tips –

If anyone has any suggestions of a topic for Did You Know tip or another content idea let Landis (PC) know. The Printing ROI (return on investment) on Date Due Slips received a lot of responses and several libraries inquired about that feature.

b. Marengo-Union Migration – Training Feedback –

The Marengo-Union Library joined PrairieCat as a Full Participating member and went live at the end of June. PrairieCat migrated bibs, items and patrons. No circulation data was migrated. Marengo has about 12-14 staff. This was the first migration where all the training was done online – via self-paced Talent LMS courses and live Zoom sessions. Landis (PC) was on site of the Go Live. The new virtual format was due to the new training offerings on Talent LMS and the pandemic. PrairieCat staff have only just begun traveling again. See today’s meeting packet for the Marengo-Union Migration Survey.

Dale (RL) sets up two laptops for new hires, one with Talent LMS and one with Sierra. Staff watch part of the class, then stop the class and go to the other laptop to practice on Sierra. She has worksheets for examples for issues that are addressed on the video. The worksheets are not graded or submitted. It was decided to incorporate the worksheets into the classes and provide the answer key just for supervisors.



Some circulation students provided feedback that they felt that the circulation videos included too much information and there are things that are not used on a day-to-day basis. Some processes may be moved to a more advanced class. It was suggested during the meeting that a sheet for common problems be made for quick reference. It was recommended to use the test server for practicing checking in and out with patron card registration.

c. Talent LMS

- i. Update Core Competencies and Training Pathways –  
Will be posted on Talent LMS and website soon, then featured in the next newsletter.
- ii. Supervisor / Instructor Role – Messages –  
We have 17 users with this role now. The message / notifications seemed to be more bothersome and cause confusion than anticipated. This could have been caused by a wave of submissions from the Marengo staff completing their training.

The Supervisors have been updated to be “excluded from emails” so they won’t receive the automated messages except for system related emails like passwords reset. They will still receive any messages that are sent through the Talent LMS Messages / Inbox.

The majority of messages seem to be related to Item Entry / Practicum as they submit several assignments. If we turned off Messages completely in the Supervisor profile then they won’t be able to use that feature at all.

iii. Current Classes and Development

1. Create Lists – Landis (PC) has been working on revising the create lists class based on the feedback that she has received from students. However, updating the class was pushed back due to the Marengo project. This class is still available as an on-demand live session, typically through Zoom. Blackmer (CV) volunteered to watch the Create Lists video and provide feedback.

d. PUG Days Update –

Registration for the PUG Days virtual programs is live. Please spread the word at your library and with your colleagues. There is a link to “PUG Day 2021” from the main page of the PC website. If you see any typos, please let Smith (PC) know.

<https://support.prairiecat.info/documentation/65407>



VIII. Questions, Comments, Etc. – None.

IX. Adjourn

Next Meeting: Tuesday, Nov 2, 2021 at 2pm via Zoom