



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

I. Welcome and Introductions

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

Absent: (None)

Bradley (WO) 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 Dale (RL) seconded to approve the August 3, 2021 minutes as written. Motion approved.

IV. Strategic Plan Evaluation Framework and Survey Questions – The committee discussed the Strategic Plan Evaluation: Member Survey from August 2021. See meeting packet for a copy of the report. The PrairieCat website is now hosted by a company called Cherry Hill. Members have shared it is not easy to find information for training. Once the website is updated to the new version of Drupal, then additional changes and improvements can be made.

Coulter (PC) is sending information to Chery Hill to redesign the PrairieCat website. The changes are planned for Spring 2022. The new PrairieCat website will be demonstrated at the next member update. Library staff want training in person, live, and on demand training by Zoom. The survey will be sent again in July 2022.



- V. Training Project Updates and Discussion
 - a. Newsletter Contributions / Did You Know Tips – Committee members can make suggestions for topics. Landis (PC) usually does the “Did You Know Tips” and suggestions can be sent to her at: melissa.landis@railslibraries.info.
 - b. Talent LMS
 - i. Create Lists Classes– Talent LMS classes have been officially launched in Talent LMS. Additional on demand training for Create Lists is also available by Zoom.
 - ii. Worksheets for Circulation Classes – Dale (RL) has contributed circulation worksheets to add to the circulation classes in Talent LMS. PrairieCat staff are working on posting the answer sheets.
 - c. PUG Days Update - PUG Days in September were all virtual sessions this year. There was a total of 13 sessions, with five sessions hosted by PrairieCat libraries. There were 413 total attendees with 928 people registered, for an attendance rate of 45%. There were 68 PrairieCat libraries that participated. Since October 1st, there have been close to 200 views of the recorded sessions. The recorded sessions are linked on the PrairieCat website at <https://support.prairiecat.info/>. Scroll down to PUG Day 2021. The recordings will be available indefinitely.
- VI. Vega Discover
 - a. Delegates Assembly / Innovative Contract – The Delegates Assembly last Wednesday (10/27/21) approved the Innovative contract, which includes Vega Discover. Vega Discover is the new OPAC and will replace Encore.
 - b. Timeline - Vega Discover will overlap Encore for one or two months. Vega Discover is still under development. PrairieCat is a development partner for the engagement site. PrairieCat will not go live with Vega Discover until it is ready for consortia. Innovative anticipates Vega Discover will be ready in early 2022.
 - c. Training Plan – A test site is being configured for Vega Discover. Coulter (PC) sent a list of sites where you can see what it looks like so far.
 - i. Live Training Sessions – In early 2022, we will need some in person training for Vega Discover.
 - ii. Talent LMS / Training Videos – We will probably record a quick video at the beginning and develop Talent LMS courses later.



- iii. Training Resources and Materials - CCS is a development partner and they have developed training materials that we can use as a starting point. The meeting packet has a list of what we have for Encore training. We will need something similar for Vega Discover. The reading history will transfer over to Vega Discover. An FAQ document will be made for staff to use.
- iv. Marketing Materials – The committee will develop paper handouts or bookmarks on how to place holds in Vega Discover.
- VII. Update: Resource Sharing Summit – Resource Sharing was a long conversation about a new potential PrairieCat Plus membership with additional services. It is still in the beginning stages.
- VIII. Questions, Comments, Etc. – Smith (PC) is leaving on maternity leave in a few days and will be back in January.
- IX. Adjourn

Next Meeting: Tuesday, February 1, 2022, at 2pm via Zoom