Training Committee
Agenda
Tuesday, August 3, 2021 2:00 PM
Zoom Registration link:

https://railslibraries.zoom.us/meeting/register/tJUkcuGrrj8iHtzJvedcSd5Uh706sQHBeCVc

I.   Welcome and Introductions
   a. New Chair

II.   Committee Charge
   a. To review current training resources and processes on an ongoing bases for needed revisions and additions
   b. Advise PrairieCat staff on training needs of member library staff
   c. Manage and recommend enhancements to Innovative using IdeaLab (Innovative's enhancement site)
   d. Communicate and promote training initiatives and IdeaLab to PrairieCat members

III. Approval of minutes from May 4, 2021 meeting

IV.   Update: Strategic Plan Evaluation Framework and Survey Questions

V.   Update: Vega Demo and Strategic Partnership

VI.   Update: Resource Sharing Summit

VII. Training Project Updates and Discussion
   a. Newsletter Contributions / Did You Know tips
   b. Marengo-Union Migration – Training Feedback
   c. Talent LMS
        i. Update Core Competencies and Training Pathways
        ii. Supervisor / Instructor Role – Messages
        iii. Current Classes and Development
              1. Create Lists
   d. PUG Days Update

VIII. Questions, comments, etc.

IX.   Adjourn

Training Committee
Draft Minutes
Tuesday, May 4, 2021 at 2:00 p.m.
Zoom

I. Welcome and Introductions

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

Absent: (None)

Fine (PR) called the meeting to order at 2:00 pm and welcomed everyone. Fine (PR) read the committee charge. Each member introduced themselves. We have a new member, Victoria Blackmer from CV.

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 February 2, 2021 meeting –
   Bradley (WO) made a motion and Dale (RL) seconded to approve the minutes as written. Motion approved.

IV. FY22 Training Committee Chair / Vice-Chair –
   Fine (PR) will be stepping down as chair. Volunteers for a new chair and vice-chair are needed.

V. FY22 Meeting Schedule –
   The committee reviewed the meeting schedule for the rest of the fiscal year:
       Tuesday, Aug 3, 2021 at 2pm via Zoom
       Tuesday, Nov 2, 2021 at 2pm via Zoom
       Tuesday, Feb 1, 2022 at 2pm via Zoom
       Tuesday, May 3, 2022 at 2pm via Zoom

VI. Review Strategic Plan Evaluation Framework and Survey Questions –
   It was suggested to add choices of "very good / good" to the scale of how students liked the classes in talent LMS. Survey question number three could be open ended, or 1-5 could be used for rating. Landis (PC) suggested adding

training manuals and technical bulletins to the survey and everyone agreed. Each question will have a box to add additional contents. It needs to be specified that it is Sierra training and Encore training. Could use: "PC training opportunities that include Sierra and Encore" in an introduction. Will have students rate how easy it is to use PC training.

VII.   Project Updates and Discussion
a. Newsletter Contributions / Did You Know Tips –
Landis (PC) has made contributions to both the newsletter and Did You Know Tips. Ping! goes to 400 people and could also go out to the circ or tech list since it is only once per month. Ping! could be emailed after the newsletter goes out in case people missed it, including instructions on how to find previous issues on the PC support site.

b. Talent LMS
i. Review Core Competencies and Training Pathways –
The committee reviewed the core competencies and training pathways. Hancock (LP) asked about the need for a password under the Essentials advanced skills checklist. Linked patrons will be moved from expert skills to advanced under circulation. Searching patrons will be moved from Essentials to Circulation and a 2nd circulation class will be added. Additonal suggestions can be posted to Basecamp.

ii. Supervisor / Instructor Role –
Smith (PC) will make the forms fillable online.

iii. Current Classes and Development
1. Create List – Landis (PC) is looking for feedback on the Create List class. Hopefully, they will be live on Talent LMS in July.

2. Encore Tips / Videos from Princeton Public Library – Fine (PR) is looking for feedback on the Princeton's You Tube videos.

iv. CE Training and User Limits –
There is room for growth for more people to use Talent LMS. Extra users were initially for "branches" to allow libraries to put up their own content. It was asked if we are notified by Talent LMS if someone leaves a library. It doesn't matter if someone has an account but doesn't use it. It is OK if there are less than 500 users per 30 days, otherwise we are charged more. We are now averaging 20% of 500 users. There could be a surge around PUG Day with too many people using it. A user is someone who has logged in once during a 30 day period. The next level is 1,000 users.

  c. PUG Days Update – Let Smith (PC) know if you would like to present at PUG Days.

VIII. Questions, Comments, Etc. – Basecamp can be used in between meetings if anyone has any questions or concerns.

IX. The meeting was adjourned at 3:12 pm.
Next Meeting: Tuesday, Aug 3, 2021 at 2pm via Zoom

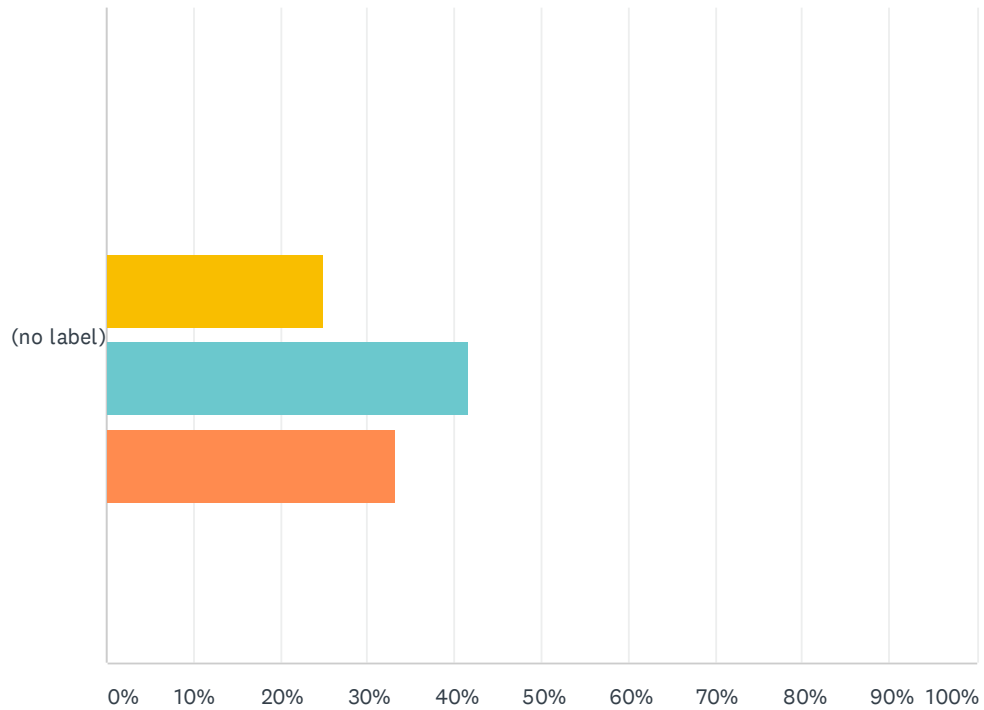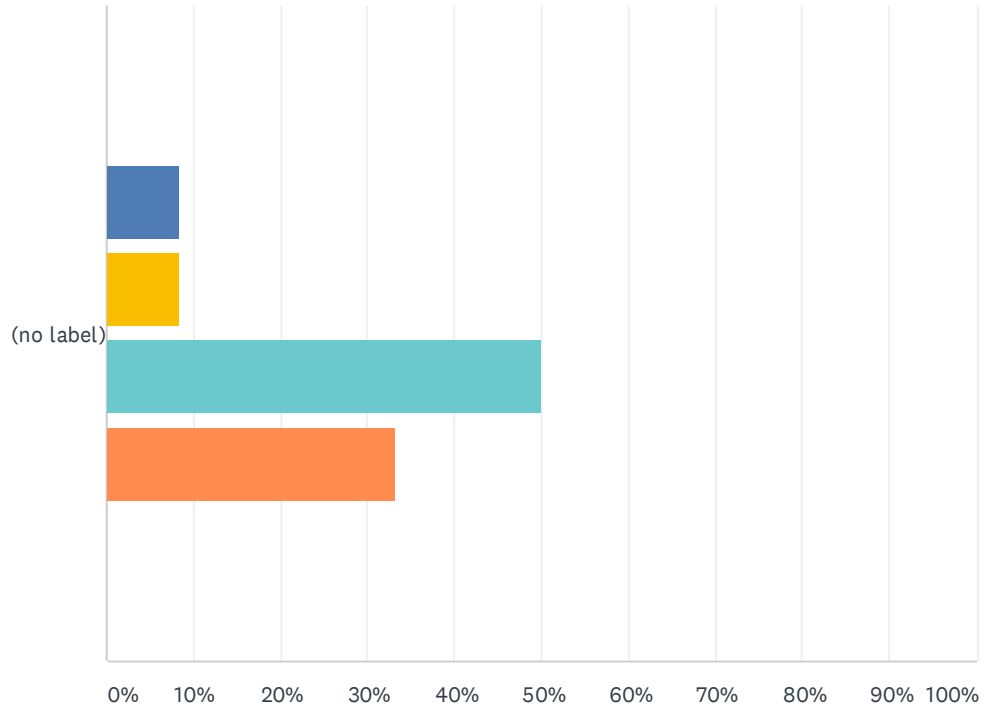# Q1 The training requirements were clear.

Answered: 12   Skipped: 0
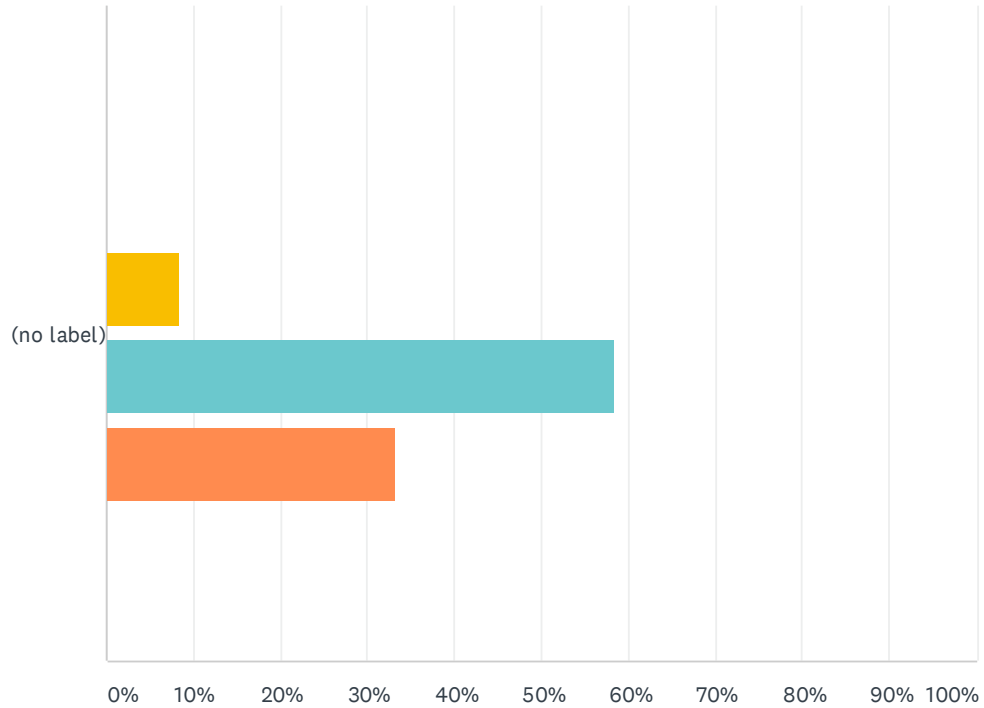
■ Strongly Disagree ■ Disagree ■ Neither Disagree or Agree ■ Agree
■ Strongly Agree ■ N/A

	STRONGLY DISAGREE	DISAGREE	NEITHER DISAGREE OR AGREE	AGREE	STRONGLY AGREE	N/A	TOTAL	WEIGHTED AVERAGE
(no label)	0.00% 0	0.00% 0	8.33% 1	58.33% 7	33.33% 4	0.00% 0	12	4.25

Q2 I was satisfied with the TalentLMS trainings provided.
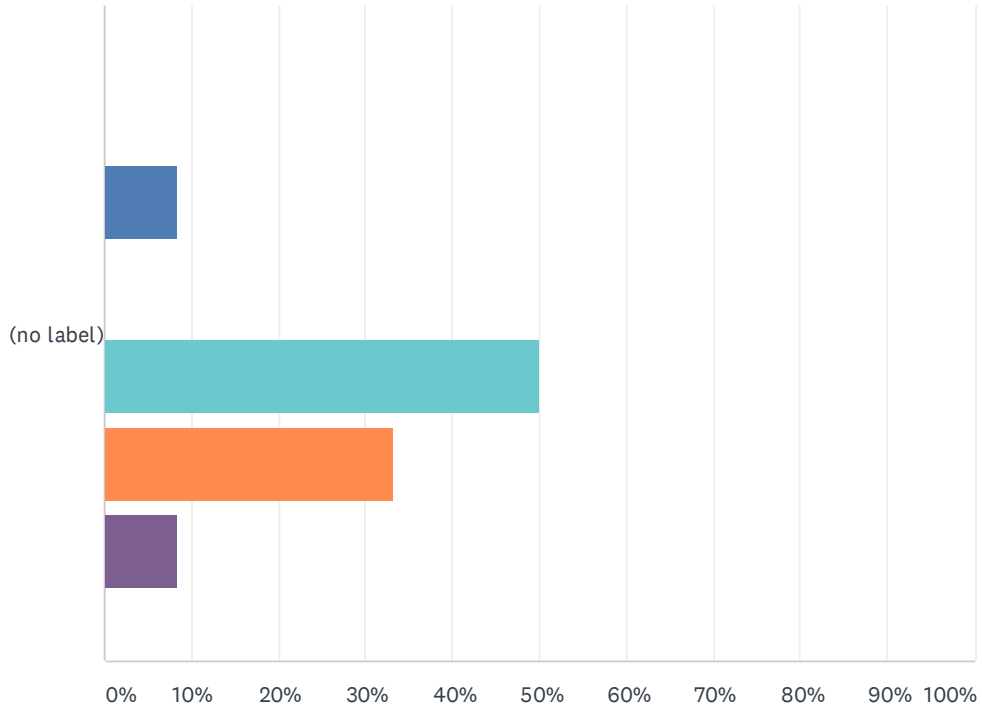
Answered: 12   Skipped: 0

■ Strongly Disagree   ■ Disagree   ■ Neither Disagree or Agree   ■ Agree
■ Strongly Agree   ■ N/A

	STRONGLY DISAGREE	DISAGREE	NEITHER DISAGREE OR AGREE	AGREE	STRONGLY AGREE	N/A	TOTAL	WEIGHTED AVERAGE
(no label)	0.00% 0	0.00% 0	25.00% 3	41.67% 5	33.33% 4	0.00% 0	12	4.08

Q3 TalentLMS was easy to use.

Answered: 12   Skipped: 0

■ Strongly Disagree ■ Disagree ■ Neither Disagree or Agree ■ Agree
■ Strongly Agree ■ N/A

	STRONGLY DISAGREE	DISAGREE	NEITHER DISAGREE OR AGREE	AGREE	STRONGLY AGREE	N/A	TOTAL	WEIGHTED AVERAGE
(no label)	0.00% 0	8.33% 1	8.33% 1	50.00% 6	33.33% 4	0.00% 0	12	4.08

Q4 The balance of self-paced TalentLMS training and live Training Check-Ins was just right.
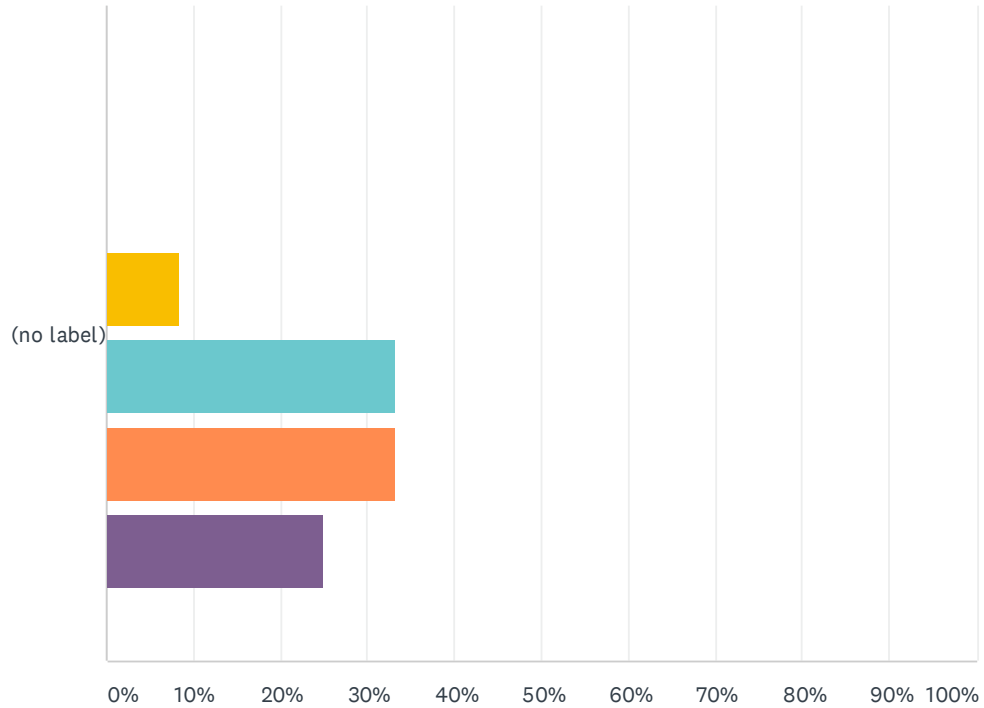
Answered: 12   Skipped: 0

Strongly Disagree ▮ Disagree ▮ Neither Disagree or Agree ▮ Agree
Strongly Agree ▮ N/A

	STRONGLY DISAGREE	DISAGREE	NEITHER DISAGREE OR AGREE	AGREE	STRONGLY AGREE	N/A	TOTAL	WEIGHTED AVERAGE
(no label)	0.00% 0	8.33% 1	0.00% 0	50.00% 6	33.33% 4	8.33% 1	12	4.18

Q5 The live Training Check-Ins offered were useful.
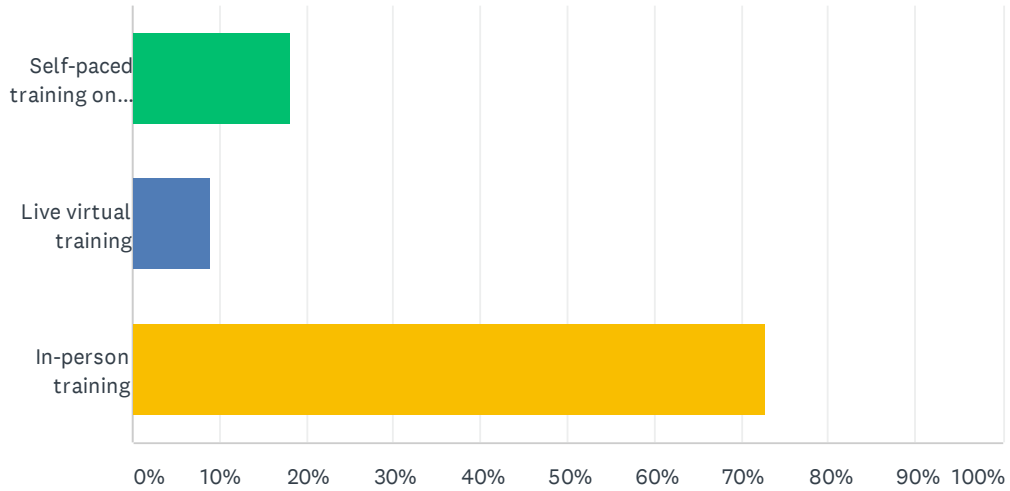
Answered: 12   Skipped: 0

Strongly Disagree ■ Disagree ■ Neither Disagree or Agree ■ Agree ■
Strongly Agree ■ N/A ■

	STRONGLY DISAGREE	DISAGREE	NEITHER DISAGREE OR AGREE	AGREE	STRONGLY AGREE	N/A	TOTAL	WEIGHTED AVERAGE
(no label)	0.00% 0	0.00% 0	8.33% 1	33.33% 4	33.33% 4	25.00% 3	12	4.33

Q6 I would prefer more

Answered: 11   Skipped: 1

ANSWER CHOICES	RESPONSES	
Self-paced training on TalentLMS	18.18%	2
Live virtual training	9.09%	1
In-person training	72.73%	8
TOTAL		11

Q7 After completing the PrairieCat provided trainings, I felt prepared for the migration.

Answered: 12   Skipped: 0
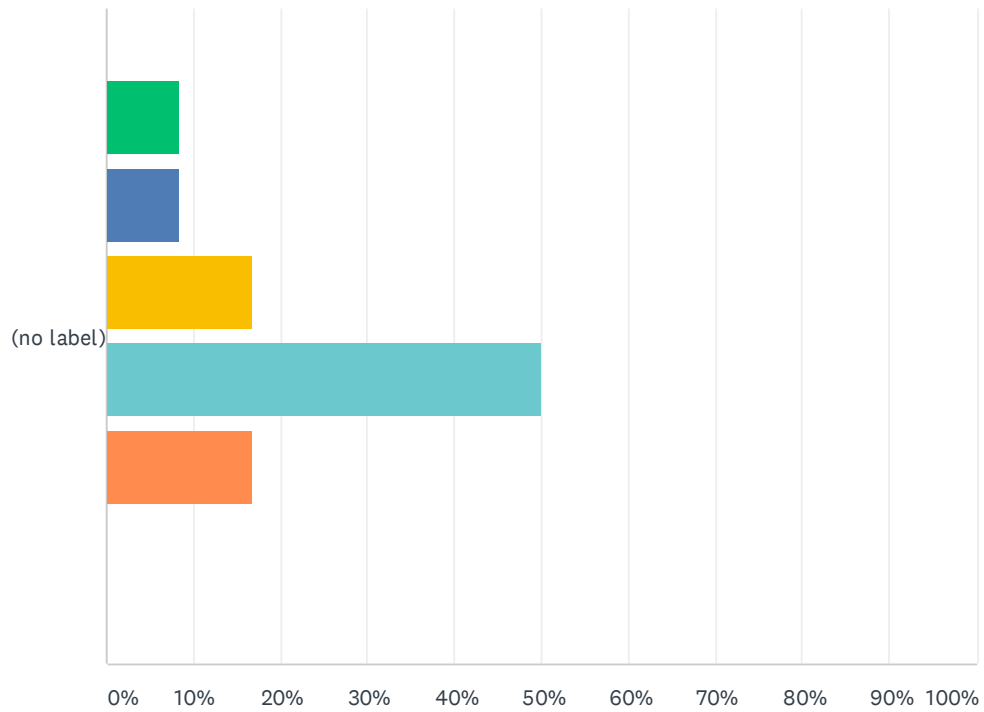
Strongly Disagree   Disagree   Neither Disagree or Agree   Agree
Strongly Agree   N/A

	STRONGLY DISAGREE	DISAGREE	NEITHER DISAGREE OR AGREE	AGREE	STRONGLY AGREE	N/A	TOTAL	WEIGHTED AVERAGE
(no label)	8.33% 1	8.33% 1	16.67% 2	50.00% 6	16.67% 2	0.00% 0	12	3.58

Q8 What would you have wanted more training on prior to the migration?

Answered: 5   Skipped: 7

#	RESPONSES	DATE
1	Real life situation scenarios, filtering out are the available options that are not going to actually be used, clearer understanding on how to search for items, instructions on what to do when different messages pop-up mean asking to "clear" or override" to make right choice.	7/20/2021 9:59 PM
2	Actual hands-on circulation functions beyond adding new patrons and editing accounts	7/20/2021 4:00 PM
3	Having a way to actually work on the computer along with the instructor would have been helpful. The power point slides were very well done! I am more of a do along with the teacher kind of person.	7/20/2021 2:46 PM
4	Using this program for regular circulation desk tasks. SO much of what was covered was not relevant for your day to day tasks.	7/20/2021 2:13 PM
5	The problems arose after migration. What we needed was for someone from PrarieCat to be at the library for a full week.	7/20/2021 1:17 PM

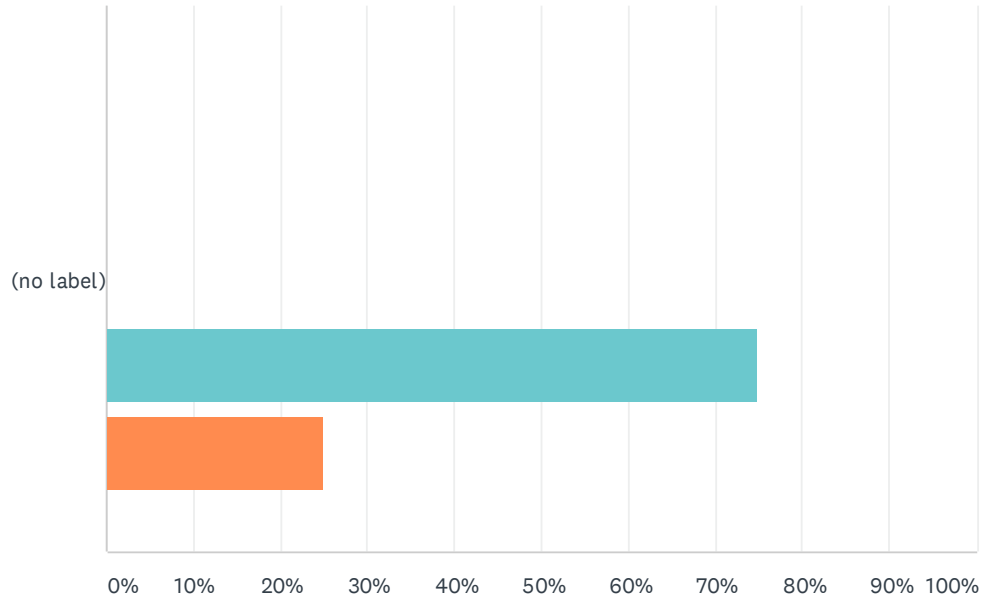# Q9 Did you serve on the Implementation Team?

Answered: 12 Skipped: 0
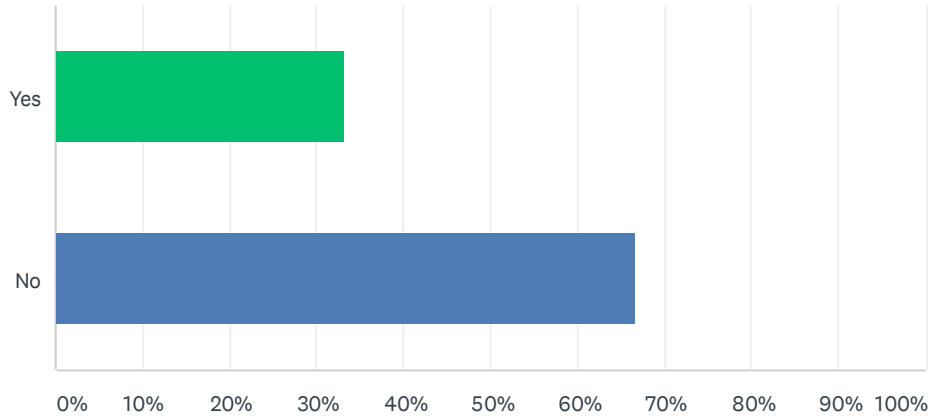
ANSWER CHOICES	RESPONSES	
Yes	33.33%	4
No	66.67%	8
TOTAL		12

Q10 The Implementation Team worked at a pace I could keep up with.
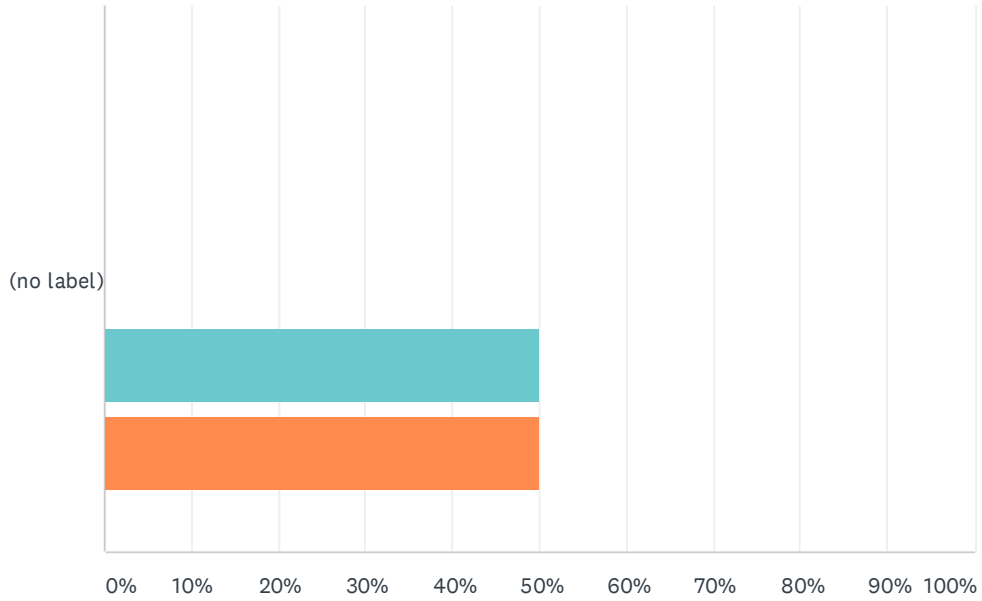
Answered: 4   Skipped: 8

■ Strongly Disagree ■ Disagree ■ Neither Disagree or Agree ■ Agree
■ Strongly Agree

	STRONGLY DISAGREE	DISAGREE	NEITHER DISAGREE OR AGREE	AGREE	STRONGLY AGREE	TOTAL	WEIGHTED AVERAGE
(no label)	0.00% 0	0.00% 0	0.00% 0	75.00% 3	25.00% 1	4	4.25

Q11 PrairieCat staff were responsive and heard/understood my questions or concerns.
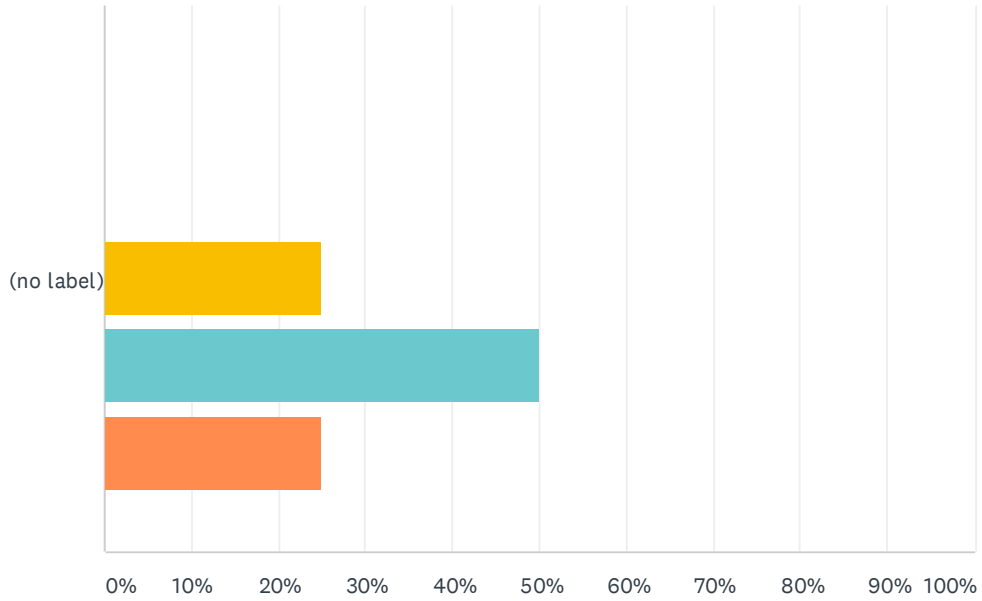
Answered: 4   Skipped: 8

Legend: Strongly Disagree | Disagree | Neither Disagree or Agree | Agree | Strongly Agree

	STRONGLY DISAGREE	DISAGREE	NEITHER DISAGREE OR AGREE	AGREE	STRONGLY AGREE	TOTAL	WEIGHTED AVERAGE
(no label)	0.00% 0	0.00% 0	0.00% 0	50.00% 2	50.00% 2	4	4.50

Q12 The communications (Basecamp, emails, meetings) between PrairieCat staff and the Marengo-Union staff were useful.
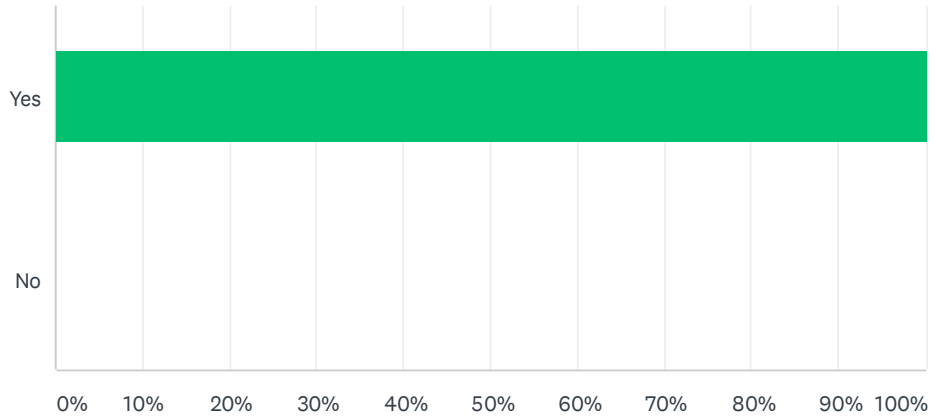
Answered: 4   Skipped: 8

Legend: Strongly Disagree · Disagree · Neither Disagree or Agree · Agree · Strongly Agree

	STRONGLY DISAGREE	DISAGREE	NEITHER DISAGREE OR AGREE	AGREE	STRONGLY AGREE	TOTAL	WEIGHTED AVERAGE
(no label)	0.00% 0	0.00% 0	25.00% 1	50.00% 2	25.00% 1	4	4.00

Q13 Did you use Basecamp during the project?

Answered: 4   Skipped: 8

ANSWER CHOICES	RESPONSES	
Yes	100.00%	4
No	0.00%	0
TOTAL		4

Q14 Basecamp was easy to use.
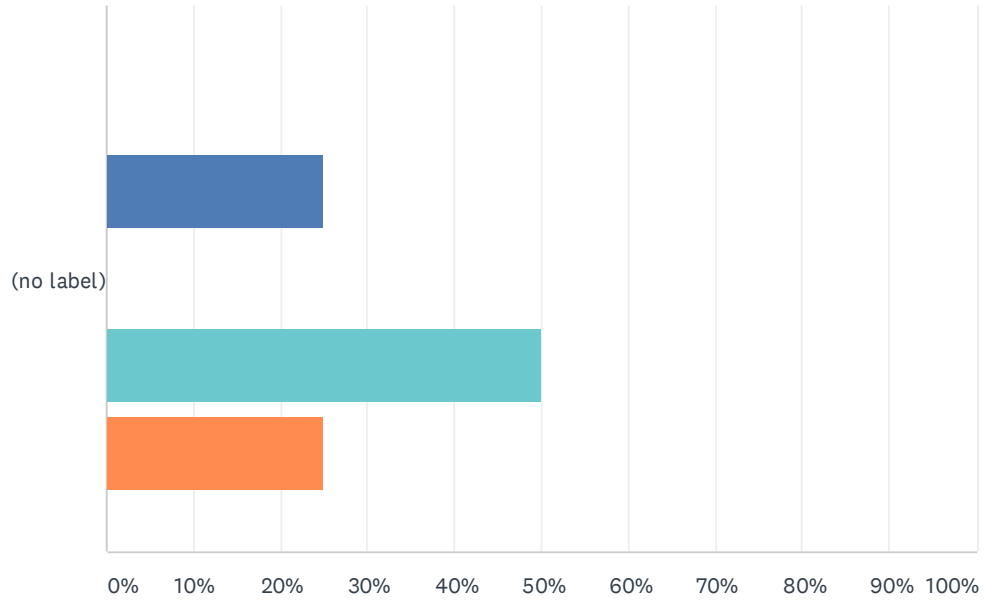
Answered: 4   Skipped: 8
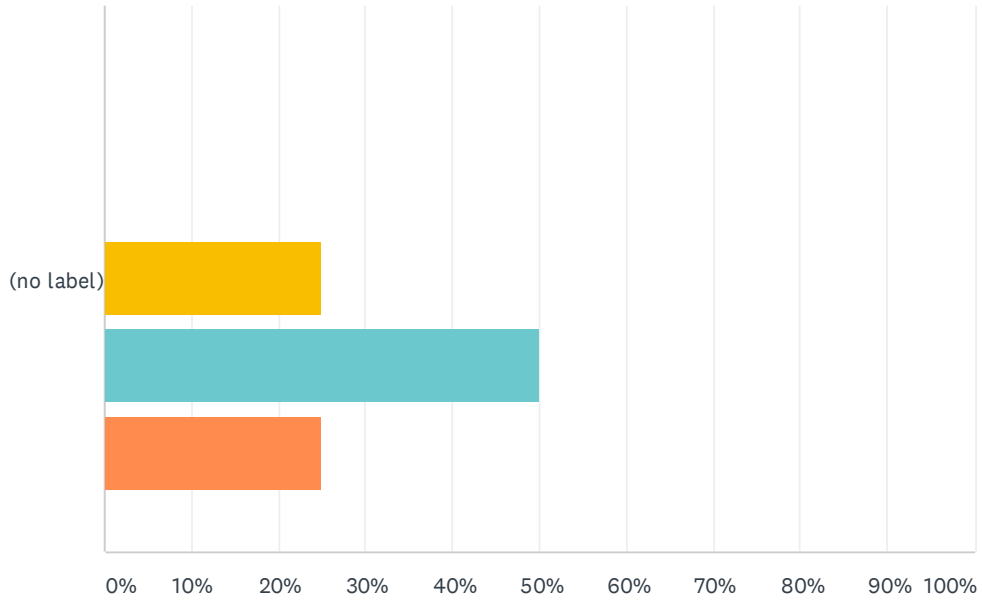
- 🟩 Strongly Disagree 🟦 Disagree 🟨 Neither Disagree or Agree 🟦 Agree
- 🟧 Strongly Agree

	STRONGLY DISAGREE	DISAGREE	NEITHER DISAGREE OR AGREE	AGREE	STRONGLY AGREE	TOTAL	WEIGHTED AVERAGE
(no label)	0.00% 0	0.00% 0	25.00% 1	50.00% 2	25.00% 1	4	4.00

Q15 Basecamp was a helpful tool for locating documentation from PrairieCat staff that I could not find in my email.

Answered: 4   Skipped: 8

■ Strongly Disagree ■ Disagree ■ Neither Disagree or Agree ■ Agree
■ Strongly Agree

	STRONGLY DISAGREE	DISAGREE	NEITHER DISAGREE OR AGREE	AGREE	STRONGLY AGREE	TOTAL	WEIGHTED AVERAGE
(no label)	0.00% 0	25.00% 1	0.00% 0	50.00% 2	25.00% 1	4	3.75

Q16 How could the migration process been improved?

Answered: 1   Skipped: 11

#	RESPONSES	DATE
1	Like I said, more support afterwards.	7/20/2021 1:18 PM

Q17 Please share any other comments on the migration.

Answered: 0   Skipped: 12

#	RESPONSES	DATE
	There are no responses.	