

WYLDcat Members – Integrated Library System

Strategic Plan, April 2009

Definition:

The Strategic Plan is an evolving document with annual review by the Governing Board.

Purpose:

This document provides a strategic plan for operating the integrated library system (ILS) historically called the WYLD Network which provides online computer access to the members' collective bibliographic database. A member in the Network is an entity which utilizes primary subsystems of the shared integrated system's server(s) operated by the Wyoming State Library, adds records to the database and is willing to lend to other Network Libraries.

Responsibility:

Responsibility for the success of the Strategic Plan lies with the following entities: WYLDcat Members' Network President, WYLDcat Members' Governing Board, WYLD Office, WYLDcat Members' Libraries, and the Wyoming State Library.

Committee Members:

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Strategic Area: GOVERNANCE

Strategic Direction A: Make organization streamlined and more efficient (Governing Board)

1. Appoint a committee to study and recommend improvements in governance structure. The committee will examine the governance structure including partnerships, contracts, by-laws, paid staff, simplification, regional council, committees, and other
2. Investigate the responsibility and decision making authority of WYLDcat Members and recommend changes to the Governing Board

Strategic Direction B: Ensure recommended changes are incorporated into the by-laws for approval by appropriate groups (Governance and By-laws Committee)

1. Update organizational chart and web page

Strategic Area: TECHNOLOGY

Strategic Direction A: Investigate technology continually to strengthen patron and staff usability of WYLDcat (Governing Board, WYLD Office)

1. Explore establishing a technology committee and determine committee charge if established
2. Investigate connectivity, bandwidth and equipment needs of members
3. Encourage use of newer technology
4. Notify members that by the end of 2009 they should move to Java WF Client and WYLD Office will no longer support C WF Client
5. Regularly review and evaluate ILS products and related additional products to support the goal of providing the best possible services to staff and patrons
6. Plan for migrations and software updates accordingly

Strategic Area: TRAINING

Strategic Direction A: Determine training needs and then find appropriate training avenues for WYLDcat Members' leadership positions (Governing Board, Training Committee)

Strategic Direction B: Maintain a Training Committee to continually expand member library employees' competencies on all ILS functions (WYLDcat Members' President, Governing Board, Training Committee)

1. Remind member libraries that they are responsible for on-going training
2. Maintain checklists
3. Encourage members to share successful training guides and methods

4. Encourage member libraries to use training documents
5. Maintain and use the training database with WYLDcat Members' records to meet on-going and new employee training needs
6. Determine best way to share documents

Strategic Direction C: Upgrades as needed and possible (Training Committee, WYLDcat Members, State Library WYLD Office)

1. Plan for and implement upgrade training when necessary
2. Ensure staff meets network competencies

Strategic Direction D: Provide training on database guidelines (Governing Board, Online Quality Committee)

1. Work continually to improve WYLDcat Members' bibliographic database and revise guidelines as needed
2. Educate WYLDcat Members concerning responsibility and requirement of adhering to database guidelines

Strategic Direction E: Coordinate Training with WLA so some aspects of training needs are met via WLA activities (Training Committee)

Strategic Area: FUNDING

Strategic Direction A: Evaluate institutional fee budget and report to members (Governing Board, Fees/Budget Committee)

Strategic Direction B: Provide adequate funding for WYLDcat Members organization and operations via a budget (Fees/Budget Committee)

1. Develop a timeline for fees
2. Examine, update and communicate fee structure
3. Fund member representation to national ILS vendor conference
4. Fund Training committee and other committees as needed

Strategic Direction C: Investigate hiring and funding trainers(s) (Governing Board, Fees/Budget Committee State Library WYLD Office)

Strategic Area: COMMUNICATION AND MARKETING

Strategic Direction A: Ensure participation of all members by providing effective communication (Governing Board, Training Committee, State Library WYLD Office)

1. Provide training for Committee Chairs

2. Encourage and provide communication avenues for committees, interest groups
Governing Board, WYLDcat Members, Regions, etc.
3. Explore email hosting alternatives

Strategic Direction B: Market ILS to attract new members (Governing Board, WYLDcat Members)

1. Encourage greater participation by special and school libraries to better meet local needs (Governing Board, Communication Committee, WYLDcat Members)

Strategic Direction C: Educate others

1. Educate elected and appointed officials at all levels of government and organizations about the ILS (Governing Board, Communication Committee, WYLDcat Members)