

## WYLD Network Operations Plan – Fiscal Biennium 2003/2004

The Fiscal Biennium 2003/05 Operating Plan is composed of five sections: Budget and Contract Administration, Planning, Integrated System Management, Electronic Resources Management, Communications and Public Relations.

Reference Number	Description of tasks	Target Completion Date	Responsibility	Comments	Status
<b>Budget &amp; Contract Administration</b>					
<b>B1</b>	Prepare biennial budget for WYLD Governing board	February 2006	Fees and Statistic's Ad-hoc committee	Biennial budget for FY 03/05 is \$30,750.00  February completion will better accommodate a July-June fiscal year	
<b>B2</b>	Governing Board Meetings/Conference calls	Bi-monthly meetings	Governing Board		
<b>B3</b>	Regional Council Meetings/Conference calls	Bi-monthly meetings	Regional Council		
<b>B4</b>	WYLD Committee Meetings/Conference calls	On-going as needed	Committee Chairs		
<b>B5</b>	Submit annual reports	At the Annual WYLD Network Meeting	Governing Board, Regional Council & Committee Chairs		
<b>B6</b>	Administer Sirsi Unicorn Contract(s)	On-going	WSL, WYLD Office		
<b>B7</b>	Evaluate need for revisions to WYLD Network By-Laws	On-going, by the Annual WYLD Network Meeting	By-Laws Committee, Regional Council, Governing Board & Member Delegates		
<b>B8</b>	Evaluate need for revisions to WYLD Network membership fees	February 2006	Fees and Statistic's Ad-hoc committee	February completion will better accommodate a July-June fiscal year	

**WYLD Network Operations Plan – Fiscal Biennium 2003/2004**

<b>Planning</b>					
<b>P1</b>	Evaluate need for revisions to WYLD Network Strategic Plan	Biennially, prior to the Annual Meeting	Governing Board & Ad-Hoc Strategic Planning Committee		
<b>P2</b>	Monitor WYLD Network Operating Plan	On-going	Governing Board		
<b>P3</b>	Update WYLD Network Operating Plan	By the Annual WYLD Network Meeting	Governing Board		
<b>Integrated Library System</b>					
<b>I1</b>	Provide on-going user support, training and troubleshooting	On-going	WSL, WYLD Office & the WYLD Training Committee	Training opportunities may be offered at the WYLD Network Annual meeting	
<b>I2</b>	Carry out upgrades to the Sirsi Unicorn/Ibistro/Ilink Software	On-going, as needed	WSL, WYLD Office	Upgrade Unicorn Workflows to 2003.0.18 by the August 15 <sup>th</sup> , 2004	
<b>I3</b>	Develop and maintain documentation to meet the needs of the WYLD Network Libraries	On-going, as needed	WSL, WYLD Office		
<b>I4</b>	Investigate and implement the use of a third party vendor to provide Authority Record(s) clean-up & updates	Summer of 2004, On-going thereafter	WSL, WYLD Office, On-line Quality Committee, WYLD Network Database Manager, Regional Council & Governing Board.		
<b>I5</b>	Monitor database maintenance standards & procedures, implement database clean-up projects that will benefit the Consortium	On-going	On-line Quality Committee, WYLD Network Database Manager & Regional Council		

**WYLD Network Operations Plan – Fiscal Biennium 2003/2004**

--	--	--	--	--	--

**WYLD Network Operations Plan – Fiscal Biennium 2003/2004**

<b>I6</b>	Develop plans and procedures to backload Sirsi data (Original of Imported Copy Cataloging) to OCLC	By Fiscal Biennium 2004/2005	On-line Quality Committee, WYLD Network Database Manager & Regional Council		
<b>I7</b>	Further investigate Z39.50 access to the WYLD Network Shared Catalog by Regional Libraries/States and negotiate reciprocal agreements.	By Fiscal Biennium 2004/2005	WSL, WYLD Office, Regional Council & the Governing Board		
<b>I8</b>	Investigate the use of new third party technologies for use with the Sirsi ILS system (e.g. SIP2, self checkout, etc.)	By Fiscal Biennium 2004/2005	WSL, WYLD Office, Regional Council, Governing Board & local libraries		
<b>Electronic Resources management</b>					
<b>E1</b>	Investigate options for developing cooperative Database access between the WYLD Network & the University of Wyoming.	By Fiscal Biennium 2004/2005	WSL, Resource Sharing Council, WYLD Office, Regional Council & the Governing Board		<i>Achieved</i>
<b>Communication and Public Relations</b>					
<b>C1</b>	Investigate creating a biennial WYLD Network Report	By Fiscal Biennium 2004/2005	WSL, WYLD Office, WSL Publications & Marketing, Regional Council & the Governing Board		

**WYLD Network Operations Plan – Fiscal Biennium 2003/2004**

<b>C2</b>	Maintain the WYLD Network Members website, including but not limited to the Wyoming Libraries Directory, Network On-line Calendar & document archive	On-going	WSL, WYLD Office, WSL Publications & Marketing, WYLD Committees, WYLD Officers & Network members.		
<b>C3</b>	Communicate with broader Library Community	On-going	WSL, WYLD Office, WSL Publications & Marketing, Regional Council, Governing Board & the Resource Sharing Council	Let peers residing in other states know what we have accomplished or are planning to accomplish as a consortium	