



---

**GENERAL INFORMATION**

---

Library System

South Central Library System

---

Describe demographic, economic, and other facts about your system that influenced the development of this and other system plans.

The South Central Library System is composed of Adams, Columbia, Dane, Green, Portage, Sauk and Wood Counties. These counties include more than 813,000 people, with the majority residing in Dane County. System population density ranges from sparse rural to dense urban. Municipalities vary greatly in size, from villages with populations in the hundreds to the city of Madison, which contains 29% of the entire population of the system. There are strong municipal public libraries, many of which have existed for a century or more, in all of our member counties. The South Central area also contains several hundred other libraries of all types, the largest being the libraries on the campus of the University of Wisconsin-Madison

Demographics in the system area continue to change. There is growing ethnic diversity, especially in urban areas. There is an aging population, especially in rural areas. There is growing poverty, in both the rural and urban areas. Recognizing these changes, the SCLS Strategic Plan, adopted in 2006, calls for the system community to "seek to understand the changing nature of the public we serve, especially with regard to such factors as age, generation, economic status, and changing world view." This objective is reflected in some of the activities described in this plan. In 2014 SCLS will complete a new strategic plan to update its actions in meeting the changing needs of its customers.

All residents of the SCLS area have access to good library service. Dane County has offered a high level of public library service since the mid-1960s. Many communities in Sauk, Green and Columbia Counties continue to strengthen their libraries. Adams and Portage County have consolidated county library services, except for the independent library in the village of Amherst in Portage County and the independent library in the Town of Rome in Adams County. Wood County has several strong medium-sized public libraries and a tradition of interlibrary cooperation within the county. Arpin Public Library in Wood County joined the SCLS technology network and shared catalog in 2013.

---

Describe significant needs and problems that influenced the development of this and other system plans.

SCLS continues to revise its budget and services to adjust to its continuing loss of revenue and low interest rates. SCLS delivery revenue and service has fallen as its largest customer, the University of Wisconsin, prepares to reduce delivery from 5 days to 4 days per week in 2014. The majority of SCLS member libraries had their delivery service reduced from 6 days to 5 days in September 2013. SCLS reduced its contract payments to its resource library by 5% for 2014. Net lender payments were eliminated for 2014. At the same time, costs continue to increase for fuel, broadband, and insurance. LSTA funding of e-content was cut forcing members to pay more for the same service.

---

Describe the planning environment and process under which this and other system plans were developed. (List additional system planning documents with the period covered and attach any planning documents which have not previously been provided to the division.)

SCLS seeks input from member libraries, both formally and informally, during planning processes and throughout the year. Each month, we have an Administrative Council (AC) meeting where representatives of all the SCLS libraries come together to discuss issues brought forth by SCLS and by the member libraries. The representatives have two-year terms, with 1/2 of the body elected each year. The AC reviews system services and activities throughout the year, and reviews the entire annual system plan and budget each Fall before it is submitted to DLT. Special meetings of the AC, called All-Directors meetings, bring together all of the directors of the public libraries in SCLS to collaborate on budgets, system priorities and fees for the coming year. The budget developed by SCLS is based on these fees, and all libraries have the opportunity to review the plan and budget prior to the AC meeting.

There are two committees that report to the AC:

1. Delivery Committee (DC)
2. Technology Committee (TC).

Both are similarly structured to the AC, with libraries represented by individuals elected to the committee. These committees and the AC may form workgroups as appropriate to work on tasks. A third committee, the ILS Committee (IC) exists to make decisions about the integrated library system. It used to be under the oversight of the AC but now stands separately as part of the governance revision conducted in 2013. There are three standing subcommittees that report to the IC:

1. Collection Maintenance Subcommittee
  2. Circulation Services Subcommittee
- 
-

---



---

**GENERAL INFORMATION (cont'd.)**


---



---

**3. PAC Subcommittee**

SCLS works to develop multi-type cooperation and partnerships throughout the system. SCLS funds a multitype coordinator to develop and manage our multi-type activities. She acts as the official representative for the multi-type libraries at committee meetings.

SCLS staff maintain constant contact with member libraries on an individual basis as well as through the groups described above. Member libraries are encouraged to offer feedback on programs and individual staff performance through email lists and web forms. SCLS staff also ask for more formal feedback on various topics. Our more formal communications with our members include an online bi-weekly newsletter, a weekly email notice, and the wide dissemination of information of all sorts pertinent to system operations through email and our website, which includes blogs and wikis. Every member library is visited annually by a SCLS staff member to review the service they receive from the system.

The final element in our planning process is our System Board. This board meets monthly and has standing subcommittees for Budget and Finance, Personnel, Bylaws, and Advocacy. The Board receives and reviews all the completed planning data from members and staff, and has the final authority over all system policies and documents that are submitted to DLT.

Central to our planning environment is our mission statement, staff principles, and our system principles. While these various documents were created many years ago, they are reviewed annually, and do change as library services evolve. In a time of rapid technological and social change, we cannot expect to stay in one place. SCLS will continue to evolve and grow and become what we need to be to fulfill our mission of helping our member libraries provide the best possible service to their public.

---



---

**ASSURANCES**


---



---

The following plan and compliance document provides assurance that your public library system intends to comply with all statutory requirements for public library systems for calendar year **2014**. Indicate, with a check, your system's intent to comply with each system requirement and provide the requested information under each system requirement.

**S.43.24(2) For a public library system to qualify for and maintain its eligibility for state aid under this section it shall ensure that all of the following are provided:**

**Membership Agreements**

- (a) Written agreements to provide, to any resident of the system area, the same library services, on the same terms, that are provided to the residents of the municipality or county that established the member library, except for the group programming preference authorized under s. 43.15 (4) (c) 4., and to provide for the interlibrary loan of materials among all participating public libraries, as evidenced by agreements with those libraries.
- A copy of the agreement with a list of all members signing it will be provided to the division by January 15.

**Resource Library Agreement**

- (b) Backup reference, information and interlibrary loan services from the system resource library, including the development of and access to specialized collections, as evidenced by a written agreement with that library.
- A signed copy of the resource library agreement will be provided to the division by January 15.

**Reference Referral, Interlibrary Loan, and Technology**

- S.43.24(2)(d) Referral or routing of reference and interlibrary loan requests from libraries within the system to libraries within and outside the system.

**List ongoing activities related to this requirement.**

- Provide our system resource library with the necessary funding to provide backup reference, information and interlibrary loan (ILL) services on behalf of all member libraries.

**ILL**

- Manage WorldCat for SCLS libraries.
  - Work with Madison Public Library to manage WorldCat and ILLiad ILL services. Determine training and configuration needs for these services.
  - Coordinate and chair the system's ILL committee to work on issues related to ILL.
- 
-

---



---

**ASSURANCES (cont'd.)**


---



---

**Reference**

- Provide authentication services for all reference databases member libraries offer to the public.
- Maintain forms for email reference for member libraries as needed.
- Coordinate with member libraries to provide access to reference databases for member library staff and patrons.
- Appoint ad hoc committees/task forces to work on issues related to reference as needed.
- Work with WiLS on database selection/acquisition/billing for member libraries.

**Integrated Library System**

- Operate a shared automated system to enhance resource sharing throughout SCLS.
- Support libraries on the use of the integrated library system (ILS) and continue to train members on Koha.
- Maintain a shared database of member library bibliographic records and holdings.
- Provide cooperative cataloging of materials using OCLC.
- Provide authority control and other database maintenance services.
- Provide in-kind services for the ILS (business, personnel, general management, public relations, etc.).
- Provide email, text and telephone delivery for ILS-related notices.
- Coordinate self-check, RFID, and Automated Material Handling services with Bibliotheca.
- Assist libraries with RFID conversions by providing RFID conversion carts and accompanying training.
- Coordinate third-party products working with the ILS, including debt collection, enhanced content for the online catalog, and telephone/email noticing.
- Manage development products for ILS software, including determining priorities for development, approving specifications, and testing developed software.
- Strive to stay aware of new products and services that pertain to the ILS and bring them to the ILS libraries, as appropriate.
- Generate lists of new, popular, and award winning materials for inclusion in the public catalog.
- Participate in local and national Koha user groups.
- Support libraries joining the ILS.
- Maintain Link 2.0 Koha news blog, end user documentation and ILS support web site.

**Indicate new or priority activities relating to this requirement for the plan year.**

- Incorporate OverDrive and/or other databases with LINKcat via APIs.
- Provide online credit card payment option for payment of fines and fees in Koha.
- Explore linked data opportunities

**Inservice Training**

- S.43.24(2)(e) Inservice training for participating public library personnel and trustees.

**List ongoing activities related to this requirement.**

- Conduct informal discussion/training sessions by web conferencing.
  - Provide hands-on training and conduct workshops in-person and via web conferencing.
  - Provide access to online self-paced courses.
  - Record audio and video of continuing education sessions when possible, and provide members access to these recordings.
  - Maintain a calendar of CE events, and provide information on CE opportunities offered by other organizations.
  - Offer direct training opportunities for library staff and trustees on topics related to local advocacy.
  - Provide continuing education opportunities on issues related to library management, including budgeting and Chapter 43.
  - Implement new approaches to trustee training.
  - Work with other public library systems and organizations to coordinate speakers' travel and presentations to save money.
  - Watch new developments in long-distance collaborative environments, in order to enhance delivery of training.
- 
-

---

**ASSURANCES (cont'd.)**


---

- Help libraries to develop their own training and staff development plans.
- Maintain a wireless training lab and gadget pack for member libraries to borrow for patron and staff training.
- Provide scholarships and grants for member library staff and trustees to attend continuing education events to supplement local continuing education funds.
- SCLS staff will continue to provide in-service training for members in contrast to using outside presenters.
- Pay annual Wisconsin Library Association dues for member public library directors or their designees.
- Assist member librarians in the statutory certification and re-certification processes.

**Indicate new or priority activities relating to this requirement for the plan year.**

---

**Delivery and Communication**

- S. 43.24 (2)(fm) Electronic delivery of information and physical delivery of library materials to participating libraries.

**List ongoing activities related to this requirement.**

Physical Delivery:

- Provide delivery services for SCLS member public libraries.
- Operate and enhance intersystem delivery service in order to provide service at highest possible levels of efficiency and effectiveness.
- Deliver all types of materials necessary to support programming, including story props, the wireless lab, other equipment, and special requests.
- Work with member libraries to develop best-practices for delivery, including assistance with in-house workflows.
- Continue use of Reduced Transportation Holds (RTH) in the ILS to reduce delivery time of popular materials.
- Pursue contractual agreements and other funding as required to support intersystem delivery service.
- Seek new customers for delivery to share the cost of routes and increase affordability of the service.
- Provide the LINK Express service to non-public library agencies.
- Work with member libraries who are planning new buildings or renovations to design appropriate areas for delivery and materials handling.

Electronic Delivery:

- Provide online resources, including various reference databases and OverDrive downloadable ebooks and audio books.
- Support member libraries in the use of electronic resources, including reference databases and the OverDrive collection.
- Encourage member libraries to make full use of available online resources.
- Create marketing materials to ensure that the public is aware of remote services available to them.
- Enable remote access to library materials and services offered by the state, SCLS, and member libraries.
- Participate in the Wisconsin Public Library Consortium and its services, including OverDrive.

**Indicate new or priority activities relating to this requirement for the plan year.**

Physical Delivery:

- Use new LINKcat hold sequence to research and test ways to increase material handling efficiencies both internally and for our member libraries.

Electronic Delivery:

- Continue to consider other ways for providing patron authentication services.
- 
-

---

**ASSURANCES (cont'd.)**

---

**Service Agreements**

- S.43.24(2)(g) Service agreements with all adjacent library systems
  - A copy of the agreement with adjacent systems with a list of all systems signing the agreement will be provided to the division by January 15.
- 

**Other Types of Libraries**

- S.43.24(2)(L) Cooperation and continuous planning with other types of libraries in the system area, which results in agreements with those libraries for the appropriate sharing of library resources to benefit the clientele of all libraries in the system area.
  - The system will have agreements with other types of libraries, or if the system participates in a cooperation agreement with a multitype organization to meet the purposes of this goal, there is established a clear link between the system and the individual members of the multitype organization. A copy of the agreement with a list of all signing libraries will be provided to the division by January 15.
  - Other types of libraries in the system area have had an opportunity to review and comment on the plan.
- 

**Library Technology and Resource Sharing Plan**

- S.43.24(2)(m) Planning with the division and with participating public libraries and other types of libraries in the area in regard to library technology and the sharing of resources. By January 1, 2000, and every fifth January 1 thereafter, the public library system shall submit to the division a written plan for library technology and the sharing of resources.
  - Member public libraries and other types of libraries in the system area have had an opportunity to review and comment on the plan.
  - A copy of the written plan, including any revisions and amendments, for library technology and resource sharing is attached to this document or is on file with the division.
-

---

**ASSURANCES (cont'd.)**

---

**Professional Consultation**

S. 43.24(2)(h) Professional consultant services to participating public libraries.

**List ongoing activities related to this requirement.**

- Provide consulting/coordinating services and information to member libraries in areas including, but not limited to, public library administration and governance, policy development, adult services, youth services, library automation, technology, building and remodeling, technical services, interlibrary loan and resource sharing, staff development, orientation for new directors and youth services librarians, establishment and maintenance of library Friends groups, intellectual freedom, local and county planning and evaluation, standards, collection development, legal issues, public relations and advocacy, internet usage and resources, reference and information services, special needs, new technologies, multitype activities, delivery and communications, marketing and business partnerships, reportage to the state, and grant opportunities and procedures.
- Provide grant support services for member libraries, including identification of grant sources and grant-writing assistance.
- Coordinate group grant applications and serve as grant project managers as appropriate.
- Provide necessary information and reports to assist libraries in requesting reimbursement from adjacent counties.
- Assist member public libraries that are not part of the ILS to join, should they so desire.
- Assist member libraries in the process of filing annual reports through training, providing forms support, and reviewing completed reports.
- Assist member libraries in fundraising activities.
- Oversee state compliance and border processes.
- Assist member libraries with strategic planning, including the marketing components of strategic plans.
- Assist member libraries to be prepared for requests from law enforcement.
- Invest funds for member libraries and agencies at their request in the state pooled investment fund to ensure that the best possible use is made by existing resources.
- Meet with new directors in the system to orient them to system services and coordinate a mentoring program.
- Assist member libraries with hiring processes by providing guidance on job descriptions, recruiting, and participating on interview committees, as appropriate.
- Consult with member libraries on space allocation, remodeling, new buildings, and furnishings.
- Help libraries to develop effective instruction for the public.
- Maintain information to assist libraries with various topics on the SCLS website.

**Indicate new or priority activities relating to this requirement for the plan year.**

- Pre-populate LINKcat members' state annual reports as much as possible.
  - Prepare and submit adjacent county reimbursement requests for member libraries.
- 
-

---

**ASSURANCES (cont'd.)**


---

**Services to Users With Special Needs**

- S.43.24(2)(k) Promotion and facilitation of library service to users with special needs.

**List ongoing activities related to this requirement.**

- Work with member libraries to identify needs, goals, and objectives for creating new, innovative services for library patrons with special needs.
- Meet with outreach/special needs staff from member libraries to determine grants, focus of CE workshops, and future projects.
- Encourage library cooperation with schools, day care centers, and agencies serving children with special needs.
- Advise library staff on how to provide services that can be easily accessed by customers of all ages with special needs.
- Assist member libraries in remodeling/new building planning in order to include accessibility features.
- Assist member libraries in complying with ADA regulations, including creating ADA-approved websites and computer workstations, including screen magnification and reader software.
- Assist member libraries in discovering ways that technology can be used to meet the needs of changing communities (adaptive equipment, new tech for younger users and seniors, services in languages other than English).
- Fund selected experimental outreach projects for youth.
- Help libraries develop family literacy programs.
- Maintain special outreach efforts to populations for whom English is not the first language.
- Provide continuing education opportunities that help libraries serve patrons from different cultures and socio-economic classes.
- Conduct continuing education sessions on topics related to special needs and include special needs in other continuing education.
- Provide delivery to senior and retirement centers and child day care centers in the Dane County area on a cost-recovery basis.
- Continue to provide authentication services for the Regional Library for the Blind patrons for the OverDrive service.
- Assist member libraries with translation services, including translation of patron registration forms.

**Indicate new or priority activities relating to this requirement for the plan year.**

- Conduct grant-writing workshops and provide grant-writing assistance to member libraries to develop new early, family, and adult literacy programs, to provide new services for patrons who are new English speakers, and to create new services for patrons with special needs.
- 

**Other Service Programs**

S.43.24(2)(i) Any other service programs designed to meet the needs of participating public libraries and the residents of the system area, as determined by the public library system board after consultation with participating public libraries.

List each "other" service programs individually with ongoing activities and new or priority activities for the plan year under each program. For instance, if the system provides a bookmobile service program, list ongoing activities and new or priority activities for the bookmobile program. (Do not lump miscellaneous activities under a single "other" program.)

**Collection Development:**

- Contract with system resource library for the central purchase of requested items in high demand or not owned within the system area, and purchase and management of collections of special materials to strengthen the resources available to member libraries.
  - Maintain a collection of professional library and information science materials for loan.
  - Subscribe to and route select library periodicals on behalf of member libraries that cannot afford to do so.
  - Continue the use of resource contract funds to purchase materials requested for interlibrary loan, when appropriate.
  - Maintain digitized copies of local history materials on library websites.
  - Provide libraries with guidance and reports for collection development and weeding.
- 
-

---

**ASSURANCES (cont'd.)**

---

- Develop and support members in creating electronic book collections for their customers in and outside of the library.
- Continue support of the "Bridging Cultures Bookshelf: Muslim Journeys" grant.

**County Support:**

- Make county service payments, create budgets, and file reports on behalf of counties as requested and as availability allows.
- Attend county meetings of library directors and library boards as availability allows.
- Assist in the creation of county library board annual reports.

**Foundation:**

- Continue the planning and development of the SCLS Foundation.
- Educate member libraries on the value of a foundation and related laws.
- Maintain a website for the SCLS Foundation.
- Develop appropriate programs and appeals for major SCLS Foundation campaign areas.
- Continue to manage money for SCLS libraries that have joined the SCLS Foundation.
- Publish a SCLS Foundation newsletter two times a year.
- Maintain a database of constituents.
- As directed by the SCLS Foundation Board, coordinate an annual fundraising event.

**Leadership and planning:**

- Provide leadership, in partnership with member libraries and trustees, concerning not only how we can better undertake current objectives, but also where we should direct our efforts and resources in the future.
- Maintain involvement in library and related organizations at the regional, state, and national level to seek out information concerning new trends in our field and to share this information with member libraries, committees, etc.
- Serve on various state, local, and national planning groups related to all areas of library service.
- Continue to dream and to maintain a sense of humor in the face of occasional adversity.
- Facilitate in-service programs for library staff on creating visions of service and innovative public programming plans.

**Demographic/patron-based planning:**

- Research demographic changes and help libraries serve patrons from different cultures and socio-economic classes (ex. Muslim Journeys grant).
- Produce custom ILS reports for the ILS members to chart borrowing habits of library users.
- Help libraries understand and feel more comfortable talking about poverty and demographic change.
- Encourage libraries to solicit public input through user surveys, planning committees, and other means when undertaking projects and new services.
- Assist libraries to get appropriate statistics (from websites, electronic resources, ILS, etc.) for planning.

**Graphics services/Coordinated ordering:**

- Design and print all types of publicity materials for libraries and programs, including bookmarks, fliers, annual reports, newsletters, etc.
- 
-



---



---

**ASSURANCES (cont'd.)**


---

- Design and print business cards for library staff as appropriate.
- Design and print achievement certificates, stationary, envelopes, and other administrative materials.
- Provide print and graphic services for library Friends groups.
- Provide print and graphic services on a cost-recovery basis for multitype libraries, as appropriate.
- Provide lamination services for member libraries.
- Coordinate orders for library cards, envelopes, barcodes, puppets, etc. to save libraries money.

## Partnerships:

- Assist member libraries to build and strengthen partnerships with one another and community organizations.
- Work on partnerships with community agencies, such as Wisconsin Public Television, Literacy Councils, Wisconsin Humanities Council, the UW Children's Hospital, and others to share resources (such as staff time, publications, grant activities) to reach the public to provide new services and programs for the public, and to create continuing education opportunities for SCLS member library staff.

## Intra-system boards/committees:

- Maintain and support a committee structure for the SCLS community.
- Develop and maintain the charge for each committee, as well as the make-up of the committee, the system of designating members to the committee, and terms of the members.
- Post agendas and rosters of SCLS committees on the SCLS website.
- Regularly review charges for committees.
- All planning committees will meet at least once a year unless designated "inactive"; publish minutes of all meetings; place agendas, minutes, etc. on the SCLS website; receive support from SCLS staff; publish how members are solicited/chosen; report to their appropriate parent group as needed, but no less frequently than annually.
- Meet with all committees on a regular schedule.
- Work with committees to identify service needs and improve service.
- Encourage multitype participation in major planning processes when appropriate.
- Provide member library directors with contact information for the SCLS board members through the SCLS website.
- Encourage member libraries to provide SCLS with a copy of their board minutes.
- Build strong relations between the SCLS Board and local library boards in order to increase the effectiveness of each.

## Other intra-system communication:

- Provide video conferencing and audio conferencing attendance options for SCLS meetings where appropriate.
  - Maintain ongoing mechanisms for the evaluation and prioritization of services.
  - Maintain a variety of tools, including blogs, wikis, and email lists, to encourage communication between member libraries and SCLS.
  - Routinely collect input from member libraries via site visits, email list discussions and other methods.
  - Encourage member libraries to submit brief evaluation forms with regard to contacts with the system through an online form.
  - Follow a process responsive to member libraries needs if an issue of system expansion arises.
- 
-

---

**ASSURANCES (cont'd.)**

---

- Assist new directors in communicating with other system directors. Provide new directors with a mentor from another SCLS library.
- Maintain a wiki with information for new directors.
- Annually, visit each library in the system to gather information/feedback from the library.
- Publish a biweekly online newsletter for member libraries.
- Publish a weekly email, Top 5, for members highlighting that week's meetings, deadlines and hot issues.

**Multitype:**

- Work with multitype libraries to coordinate planning and appropriate activities.
- Provide consulting services to multitype members as feasible.
- Provide graphic and PR services to multitype members as feasible and on a cost recovery basis.
- Provide multitype libraries with workshops and training sessions for free or on a cost-recovery basis.
- Provide delivery services to multitype members on a cost-recovery basis.
- Maintain an email list for dissemination of information to multitype libraries.
- Encourage multitype libraries to use LINKcat and other available tools for resource sharing purposes.

**Program development:**

- Assist member libraries with developing programs for youth and adults through a variety of workshops and support materials.
- Maintain a programming resources wiki (<http://scls.pbwiki.com/Programming+Resources>) to provide information and assistance.
- Loan and support equipment for programs, including a wireless lab, gaming equipment, gadget packs and projectors.
- Partner with Wisconsin Public Television on developing library programs around WPT series/episodes.
- Develop and print program promotional and other materials as requested.
- Develop Youth Services programming kits.

**Public Relations and Advocacy:**

- Play an active role in the development and enactment of policy and legislation at the local, regional, state and federal level.
  - Advocate on the state and federal levels for public library initiatives.
  - Seek out and disseminate information concerning the status and future of public library system funding and other state level library issues (along with members of appropriate committees).
  - Discuss outreach ideas for member libraries to develop ongoing relationships with legislators.
  - Help member libraries to identify key community leaders and organizations and strategies to develop and maintain relationships with these individuals and organizations and favorably dispose them toward libraries.
  - Assist member libraries in the creation of partnerships with businesses and other individuals and agencies.
  - Assist libraries in the creation of an advocacy network and the databases required to effectively mobilize the public on behalf of library causes.
  - Assist member public libraries interested in joining the ILS to develop local support for continuing expenditures.
  - Encourage the SCLS community to participate in WLA legislative activities, particularly WLA Legislative Day.
- 
-

---



---

**ASSURANCES (cont'd.)**


---

- Sponsor the attendance of a SCLS board member at the National Legislative Day in Washington, D.C.
- Encourage the entire SCLS library community to communicate their legislative needs and concerns.
- Explore methods of measuring the value and effectiveness of library service at both the local and system level, and tie such efforts to ongoing state and national processes when possible.
- Determine the value of the Summer Library Program and create a press release and editorial to promote its value.
- Share pertinent and applicable information from national and/or local survey efforts about the value of library service.
- Advise and support local and state marketing and publicity efforts.
- Help libraries develop and maintain attractive and effective websites.
- Provide training for member libraries on how to collect input from patrons regarding library websites.
- Assist member libraries in developing and implementing marketing plans.
- Guide libraries in working with the media and in attracting media to local events.
- Provide promotional materials for centralized system services and for local services, as requested.
- Produce a print directory of SCLS public libraries and hours.
- Publish an online newsletter. Encourage libraries to submit photos or editorial content.
- Encourage members to make regular contacts with legislators.
- Develop materials for various observance weeks and days as requested.
- Publish a quarterly "Trustee Update" newsletter.
- Maintain an online PR toolkit and on-line advocacy toolkit.
- As appropriate, draft letters to the editor and editorials that members of the SCLS Advocacy Committee or county or local library boards can submit under their names.
- Work with directors of member libraries on advocating for county library budgets.
- Assist libraries with the development of public service announcements.
- Work with libraries to better publicize availability & usefulness of online databases.

**Technology:**

- Continue planning and development of network and web services, including supporting additional libraries via VPN.
  - Work with DOA TEACH and other agencies to ensure that member libraries continue to have adequate telecommunications access and capabilities.
  - Maintain network security by providing an anti-virus solution, providing appropriate software security updates, and educating library staff about safe internet and email practices.
  - Maintain web, email, and email list servers.
  - Maintain servers and support for workstation time management and print management product.
  - Assist member libraries in determining what computer hardware and software to purchase and purchase equipment as appropriate.
  - Provide technical support for computers and peripherals, software, and networks.
  - Publish SCLS Technology News blog, an in-depth look at SCLS Technology projects.
  - Publish TechBits, a blog of computer tips and tricks.
  - Assist libraries with developing wireless networks for the public and providing ongoing support for the networks.
  - Assist member libraries with developing and maintaining web pages.
- 
-

---

**ASSURANCES (cont'd.)**

---

- Consult with member libraries on network cabling projects.
- Provide alternate domain names for member libraries to allow easier access to library webpages.
- Provide social web services and training to member libraries, including blogs, wikis, etc.
- Work with member libraries to create hardware replacement plans to make purchases and installations more manageable and to ensure compatibility with up-to-date operating systems, security and application software.
- Explore and experiment with new directions in technology of potential value to the ongoing and future operations and missions of our member libraries.
- Use LSTA and other funds to offer pilot projects in various technology areas.
- Encourage libraries, when building or remodeling, to consider RFID, self-checks, and other new technologies.
- Investigate and encourage self-check in member libraries as appropriate. Assist with installation and ongoing support of self-check units.
- Assist member libraries with technical aspects of building and renovation projects, including coordination of installation of computers and telecommunications.
- Maintain a Google domain and Google Calendar for SCLS staff use.

**New or priority activities in technology:**

- Cross train staff on technology support responsibilities, particularly in the areas of server and network administration.
- Keep aware of developments through the participation of staff as advisors to the BadgerNet Advisory Council.
- Continue migrating all member websites to Drupal.
- Implement in partnership with the ILS an e-commerce solution.
- Investigate other authentication of electronic resources options involving SIP2 protocol.
- Investigate new print management solutions and compare with existing services.
- Continue to work with MUFN as a founding member.
- Revise the SCLS Technology Services web site.
- Evaluate current authentication process and explore alternative solutions.

**Youth Services:**

- Meet with youth services staff from member libraries to determine grants, focus of CE workshops, and directions of future projects.
  - Assist member libraries working to expand programming for children and teens.
  - Help libraries develop appropriate early and family literacy programs.
  - Maintain a collection of youth services program support materials.
  - Encourage libraries to provide education and training to parents and children concerning effective and safe use of internet resources.
  - Encourage libraries to provide open access to electronic information for children and teens.
  - Coordinate and partially fund the purchase of Summer Library Program materials and performers.
  - Produce videos or other appropriate materials for Summer Library Program school visits for system-wide use.
  - Help libraries develop appropriate Summer Library Program activities.
  - Maintain online Summer Library Program registration.
- 
-

**ASSURANCES (cont'd.)**

- Provide the infrastructure and coordination for an online teen book discussions during the Summer Library Program.
- Assist youth services librarians to be active in the political process.
- Include collection development components in meetings and workshops, in conjunction with the Cooperative Children’s Book Center (CCBC)
- Assist member libraries to develop programs based on feedback from youth and teens, including assistance with developing teen advisory boards.
- Provide assistance and encouragement in using developmentally appropriate apps in library programming for youth, and assist member libraries in providing information about developmentally appropriate apps to families and community members.

**Administration**

- The system will not expend more than 20 percent of the state aid projected to be received in the plan year for administration.
- The 2013 system audit will be submitted to the division no later than September 30, 2014.

**Budget**

- A copy of your public library system budget by service program category and fund source for the plan year (see attached guidelines) is attached.

**CERTIFICATION**

**WE, THE UNDERSIGNED, CERTIFY** that to the best of our knowledge, the information provided in this document and any attachments is true and correct, and that the system will be in full compliance with all applicable provisions of Chapter 43 of the Wisconsin Statutes for the year **2014**.

Name of System Director  Martha Van Pelt	Signature of System Director  ➤	Date Signed
Name of System Board President  Jennifer Harrington	Signature of System Board President  ➤	Date Signed

**FOR DPI USE  
LIBRARY SYSTEM PLAN APPROVAL**

Pursuant to Wis. Statutes, the plan contained herein is: <input type="checkbox"/> Approved <input type="checkbox"/> Provisionally Approved <i>See Comments.</i> <input type="checkbox"/> Not Approved <i>See Comments.</i>	DLT Assistant Superintendent Signature  ➤	Date Signed
---	---	-------------

Comments

PUBLIC LIBRARY SYSTEM 2014 ANNUAL PROGRAM BUDGET					
Program	2014 Public Library System Aid	System Aid Carryover and Interest Earned	Other State and Federal Library Program Funds	All Other Income	Total
<b>Technology, Reference and Interlibrary Loan*</b>					
1. Technology					
2. ILS/Reference/ILL					
3.					
4. Electronic Resources					
<b>Program Total</b>	\$0	\$0	\$0	\$0	\$0
<b>Continuing Education and Consulting Service*</b>					
1. Consultant Services					
2. Continuing Education					
<b>Program Total</b>	\$0	\$0	\$0	\$0	\$0
<b>Delivery Services</b>					\$0
<b>Library Services to Special Users</b>					\$0
<b>Library Collection Development</b>					\$0
<b>Direct Payment to Members for Nonresident Access</b>					\$0
<b>Direct Nonresident Access Payments Across System Borders</b>					\$0
<b>Library Services to Youth</b>					\$0
<b>Public Information</b>					\$0
<b>Administration</b>					\$0
<b>Subtotal</b>	\$0	\$0	\$0	\$0	\$0
<b>Other System Programs</b>					
1. Other Types of Libraries					\$0
2. Contingency					\$0
<b>Program Total</b>	\$0	\$0	\$0	\$0	\$0
<b>Grand Totals</b>	\$0	\$0	\$0	\$0	\$0

\* These programs may be divided into subprograms at the discretion of the system. If choosing not to use subprograms, enter amounts on line 1. Line 4 is reserved for the amounts budgeted for electronic resources (see Program Budget Guidelines).