

# 2025 SCLS System Plan: Other Service Programs

## Collection Development

1. Contract with system resource library for the purchase of high demand, unavailable or special materials to share and strengthen the resources available to members.
2. Maintain a collection of professional library and information science materials including library related journals for member library staff to borrow.
3. Provide access to reports for collection development and weeding.
4. Develop and support members in creating digital collections for their patrons.
5. Help member library staff develop collection development plans, schedules, and policies that help support intellectual freedom in member libraries
6. Host and facilitate Collection Development User Group discussion meetings and email lists.

## Data Services

1. Produce custom ILS reports for the LINKcat members to chart collective borrowing habits of library patrons.
2. Assist libraries to get appropriate statistics for planning including the Annual Report pre-fill data.
3. Prepare data dashboards to present circulation, demographic, and other library use data for public online access.
4. Work with members and library boards to design and manage data collection projects.
5. Provide data visualizations and interpretations for member library planning purposes.

## Director and Library Board Support

1. Provide support to libraries conducting searches for new directors, including participating on interview panels.
2. Provide New Director Orientation visits and online resources.
3. Assist libraries with the Annual Report and Adjacent County Reimbursement processes.
4. Support library directors and boards in developing, publicizing, and evaluating strategic plans.
5. Provide building and design assistance including space needs assessments, finish, flooring, and paint selection, FFE (furniture, fixtures, and equipment) consulting for new and existing buildings.
6. Pay annual Wisconsin Library Association dues for member public library directors or their designees.

## Graphics Services/Coordinated Ordering

1. Design and print materials for members, including bookmarks, fliers, newsletters, business cards, and more; and to library Friends and Foundation groups on a cost-recovery basis.
2. Coordinate orders for library cards, envelopes, barcodes, puppets, etc. to save libraries money.
3. Work with system marketing consultants to identify and implement cooperative projects like the Library Card Sign Up Month coordinated sticker order.

## Partnerships

1. Partner with community agencies, such as Wisconsin Public Television, Literacy Councils, Wisconsin Humanities Council, Wisconsin Science Festival, UW-Extension, and other social services to share resources (such as staff time, publications, grant activities) to provide services and programs for the public, and to create continuing education opportunities for SCLS members.
2. Assist SCLS members to develop partnerships with the Workforce Development Boards, job centers, career centers, WorkSmart Network, Wisconsin Department of Workforce Department and other workforce organizations to provide job seekers with assistance and referrals.
3. Connect with social service providers to help libraries provide information to job seekers in the areas of digital literacy, training, food, transportation, and housing.
4. Partner with Schools of Social Work at UW Madison and UW Stevens Point to place student interns in SCLS member libraries.
5. Partner with Recollection Wisconsin to make member libraries local history materials accessible and discoverable online

## Program Development

1. Assist members with developing programs for youth and adults through workshops, planning meetings, email lists, and other resources.
2. Loan, support, and train members on equipment for programs, including maker kits.
3. Support Library Innovation Subcommittee to identify program topics and resources.
4. Provide equipment and assistance to facilitate the digitization of local historical materials and coordinate making member libraries' digitized materials available in the Recollection Wisconsin and Digital Public Library of America (DPLA) websites.

## Public Relations and Advocacy

1. Play an active role in the development and enactment of policy and legislation at the local, regional, state and federal level.
2. Seek out and share information regarding issues relevant to public library services.
3. Provide online library marketing and advocacy resources.

## Technology

1. Provide network and web services via the most effective means; including Charter VPN, WiscNet VPN, Badgernet and the Metropolitan Unified Fiber Network (MUFN).
2. Work with DOA TEACH and other agencies to ensure that members have good telecommunications access and capabilities.
3. Maintain network security by providing an anti-virus solution, software security updates, and educating members about safe internet and email practices.
4. Maintain web, email, and email list services.
5. Maintain servers and support for workstation time management and print management product.
6. Assist members in determining what computer hardware and software to purchase.
7. Provide technical support for computers and peripherals, software, and networks.
8. Provide wireless networks for the public and provide ongoing support for the networks.

9. Assist members with developing and maintaining websites, including alternate domain names, HTTPS, and SSL certificates for library website domains
10. Consult with members on network cabling projects.
11. Work with members to create hardware replacement plans.
12. Explore and experiment with new technology for the ongoing and future operations of members.
13. Offer pilot projects in various technology areas.
14. Assist members with building/renovation projects, including coordination of computer and telecommunications installations.
15. Provide technical support for the SCLS ILS e-commerce solution.
16. Assist members participating in E-rate funding with CIPA compliance and act as agent and apply for the grants.
17. Provide filtering software to members as requested.
18. Organize and host statewide Tech Talk annual event.
19. Assist members with technology planning for large-scale unplanned closures.
20. Support Infosec cybersecurity training.
21. Host site for public library systems backup and the digital preservation backup project.

## **Youth Services**

1. Meet with member youth services staff to determine grants, focus of CE workshops, and directions of future projects.
2. Help member libraries develop and evaluate early and family literacy programs, Summer Library Programs, and other programs and services for children and families.
3. Help youth services librarians develop plans of service.
4. Address trends and topics of interest for youth services librarians by facilitating planning sessions and meetings.
5. Assist members develop programs based on feedback from youth and teens, including teen advisory boards.
6. Help members develop and maintain youth materials collections.

## **New or Priority Activities**

1. Pilot a different brand of network equipment in libraries that will generate savings and maintain quality.
2. SCLS will complete the upgrade to Drupal 10 for all SCLS hosted websites.
3. Provide training and assistance for libraries to comply with digital accessibility standards for online services and online electronic documents.