



WVLS Mentoring Program

Discussion Suggestions

Mentor:

Mentee:

Meeting Date:

The following topics are intended as a guide for discussion. It is anticipated that other questions and issues will arise during the course of the day and those will be addressed as they arise. To make the training time as useful as possible to the Mentee, the exact schedule will not be laid out to assure that the Mentee's most pressing questions will be answered. There will be short breaks as needed. This peer to peer information sharing opportunity is not intended to replace WVLS consulting services.

Agenda

1. Background Discussion
2. Library Tour
3. Initial General Questions
4. Resources
 - a. Administration
 - b. Library Board
 - c. Technology
 - d. Programming
 - e. Facility Management
 - f. Advocacy
 - g. Workshops, webinars, and self-guided learning
5. V-cat Procedures and Guideline Training Materials
6. Sierra Tips and Answers
 - a. Circulation
 - b. Daily Duties
7. Other Questions
8. Discussion of Next Meeting or Mentorship Pair Communication Plan

Future Training Topics

1. Sierra
 - a. Create Lists
 - i. Collection Management
 - ii. Patron Record Management
 - iii. Weekly, Monthly, Yearly reports
 - iv. Unreturned Library Materials
2. Budget Development and Presentation
3. Budget Maintenance
4. Annual Report
5. Policy development and Review
6. Requesting Payments from Adjacent Counties
7. Responding to Library Book Challenges and/or Complaints
8. Working with Challenging Patrons
9. Wisconsin's Digital Library
10. Community Clubs and Organizations
11. Advocacy and Public Outreach
12. Conferences and Continuing Education
13. Capital Projects
14. Human Resource
 - a. Staff
 - b. Board
 - c. City Employees