NEW TRUSTEE ORIENTATION

Introduction
- Get Up to Speed Quickly!
- 2024-2025 Calendar

WVLS At a Glance
- Map of Public Library Systems in Wisconsin
- WVLS Mission and Purpose
- WVLS Constitution
- WVLS Fact Sheet; 2024
- WVLS Organizational Chart; 2024
- WVLS Board of Trustees By-Laws
- WVLS Board of Trustees; 2024
- WVLS Leadership; 2024
- WVLS - Meet the 2024 Team
- LEAN WI Stack Information – Will share via email.
- Partners for Excellence

WVLS Governance
WVLS Board of Trustees
- WVLS Library Advisory Committee (LAC)
- WVLS V-Cat Steering Committee

V-Cat Consortium
- V-Cat Bibliographic / Interface Committee
- V-Cat Cooperative Circulation Committee
- V-Cat ILS Evaluation and Review Committee

WVLS Planning Documents
- WVLS 2024 System Plan
- WVLS (LEAN WI) Technology Plan; 2020-2024
- V-Cat Strategic Plan; 2021-2023

WVLS Policies
- WVLS Disaster Plan

- WVLS Employee Handbook
- WVLS Travel Reimbursement Policy
- WVLS Reserve Fund Policy
- WVLS Record Retention Schedule
- WVLS Patron Privacy Policy
- WVLS Social Media Policy
- WVLS Collection Development Plan
- WVLS Conflict of Interest Policy - Disclosure Form

WVLS Financial Information

Budget Documents Approved by the WVLS Board of Trustees

- WVLS Budget; 2024 (including V-Cat and LEAN WI Budgets)
- WVLS Updated Budget; 2024
- WVLS Bills for Approval
- WVLS Schedule of Receipts
- WVLS Budget Reports (WVLS, V-Cat, LEAN WI)
- General Ledger Summary
- Treasurer's Report

Service Fees Approved by WVLS Board of Trustees

- WVLS V-Cat Budget; 2024
- WVLS Technology Planning Guide: Narrative to WVLS Member Libraries Guide; 2024
- Digital Buying Pool Shares; 2024
- Digital Buying Pool Shares; 2025

Pass Through Fees

- Patron Cards and Item Barcodes
- Movie Licenses
- Supplies
- Delivery Stops
- Equipment/Computer Procurement

Grants Approved by WVLS Board of Trustees

- WVLS Summer Library Program Performer Grant
- WVLS Conference Scholarship
- WVLS WLA Library Legislative Day Grant
- WVLS Innovation and Collaboration Grant
- Federal LSTA Grant through IMLS Grants to States Program

Handbook Information for Trustees

- Administrative Essentials: A Handbook for Wisconsin Public Library Directors
- Trustee Essentials: A Handbook for Wisconsin Public Library Trustees

- Trustee Essentials 1 - Trustee Job Description – Will share via email.
- Trustee Information Page; Wisconsin Department of Public Instruction

Legal Information

Public Libraries and Systems
- Chapter 43; Wisconsin State Statutes
- Wisconsin Administrative Code - Chapter PI 6
- Wisconsin State Budget Process
- How A Bill Becomes Law - Wisconsin State Legislature
- Wisconsin Libraries and Legislators; 2024-2025 – Will share via email.

Wisconsin Open Meetings Law Compliance Guide; May 2019
- Wisconsin Open Meetings Law - Summary
- Wisconsin Legislator Briefing Book - Chapter 5 - Open Meetings Law; 2018
- The Library Board and the Open Meetings Law; Trustee Essentials; Chapter 14

Wisconsin Public Records Law Compliance Guide; October 2019
- Introduction to General Records Schedules; November 2017
- Public Library Records Retention Basics; 2021
- General Records Schedule June 2017 to June 2027

Americans with Disabilities Act
- An Overview of the Americans with Disabilities Act; 2017
- "Make Your Library ADA Friendly, Not Just ADA Compliant;" 2021
- Library Service to Persons with Disabilities
- Prioritizing Accessibility and Disability Inclusion at Your Library (webjunction.org)
- 12 Basic Requirements for ADA Compliance at the Library

Library Agreements/County Library Plan
- WVLS Member Library Participation Agreement 2013
- WVLS Member County Participation Agreement 2013
- Current County Library Plan

County Funding for Library Services
- County Funding for Nonresident Use
- County Reimbursement Information
  - County Funding of Public Libraries – Act 150, Act 420, Act 157
  - County Payments for Library Services Handout
  - Email to Directors with County Funding Information
  - Cost Per Circulation Statistics
  - Worksheet – WVLS Member Libraries – Reimbursements from Home and Adjacent Counties

Best Practices for Libraries That Bill for Cross-County Use (SRLAAW)
Best Practices – Card Expiration and Renewal (V-Cat)
- Public Library PCode 4 Spreadsheets; 2023

Library Annual Report and Compliance
- Copies of Public Library Annual Report for Libraries in County Represented by WVLS Trustee – Will share via email.
- Public Library Assurance of Compliance with System Membership Requirements; Public Library Annual Report; Page 10
- Statement Concerning Public Library System Effectiveness; Page 11

Information for Trustees/Library Boards
- Effective Board Meetings and Trustee Participation; Trustee Essentials; Chapter 4
- Robert's Rules of Order
- How to Take Minutes at a Board Meeting
- A Library Board's Practical Guide to Self-Evaluation; 2008 – Will share via email.
- For Library Trustees - Wisconsin Department of Public Instruction
- Developing Essential Library Policies; Trustee Essentials; Chapter 10
- Materials Challenges & Intellectual Freedom
  > Freedom of Expression and Inquiry; Trustee Essentials; Chapter 22
  > Library Bill of Rights
  > Freedom to Read Statement
  > Dealing with Challenges to Materials and Policies; Trustee Essentials; Chapter 23
  > United Against Book Bans

Library Related Agencies, Associations and Councils
American Library Association (ALA)
- Public Library Association (PLA)
- United for Libraries: Association for Library Trustees, Advocates, Friends and Foundations (United for Libraries)

Wisconsin Library Association (WLA); membership provided by WVLS
- Wisconsin Association of Public Libraries (WAPL)
- Wisconsin Library Trustees and Friends (WLTF)

Wisconsin Public Library Consortium (WPLC)
- Wisconsin's Digital Library

Other

- Association for Rural and Small Libraries (ARSL)
- Council on Library and Network Development (COLAND)
- Cooperative Children's Book Center (CCBC)

Miscellaneous

- WVLS Audit
- WVLS Annual Report; 2023
- System Information and Public Library Statistics: 2023
- WVLS Glossary of Acronyms & Library/System Related Terms; 2024
- Portrait of a Legislative Success – Will share via email.
- The Role of Library Trustees (United for Libraries) – Will share via email.
- Twelve Golden Rules for Board Members - United for Libraries
- Wisconsin Public Library Standards; 6th Edition; 2018
- WI Public Library Standards, 6th Edition Checklist
- Recollection Wisconsin
- BadgerLink: Wisconsin's Online Library

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