



# NEW DIRECTOR ORIENTATION ADMINISTRATION

## WVLS Orientation Packet

### Introduction

- [Get Up to Speed Quickly!](#)
- [2024-2025 Calendar](#)
- [Library Orientation and Training Checklist for New Library Directors](#)

### WVLS At a Glance

- [Map of Public Library Systems in Wisconsin](#)
- [WVLS Mission and Purpose](#)
- [WVLS Fact Sheet; 2024](#)
- [WVLS Organizational Chart; 2024](#)
- [LEAN WI Stack Information – Will share via email.](#)
- [Partners for Excellence - Page 9](#)
- [WVLS Staff Contact Information](#)

### WVLS Planning Documents

- [WVLS 2024 System Plan](#)
- [WVLS \(LEAN WI\) Technology Plan; 2020-2024](#)
- [V-Cat Strategic Plan; 2021-2023](#)

### WVLS Financial Information

#### Service Fees Approved by WVLS Board of Trustees

- [WVLS V-Cat Budget; 2024](#)
- [WVLS Technology Planning Guide: Narrative to WVLS Member Libraries Guide; 2024](#)
- [Technology Budget Planning Details for WVLS Member Libraries; 2025](#)
- [Digital Buying Pool Shares; 2024](#)

#### Pass Through Fees

- [Patron Cards and Item Barcodes](#)
- [Movie Licenses](#)
- [Supplies](#)
- [Courier Information - Resources](#)
- [WVLS Technology Procurement Request](#)

#### Grants Approved by WVLS Board of Trustees

- [WVLS Summer Reading Performer Grant](#)
- [WVLS Conference Scholarships \(WLA, WAPL, ALA, PLA\)](#)
- [WVLS WLA Library Legislative Day Grant](#)
- [WVLS ARSL Conference Scholarship](#)

- WVLS Marketing Support Grant
- WVLS WEMTA Conference Scholarship
- WVLS - Carol Ruth Wessler Memorial Scholarship
- Federal LSTA Grant through IMLS Grants to States Program

## 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

## Handbooks

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

## 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
- WVLS 2023-2024 Legislators Representing Libraries

### Wisconsin Open Meetings Law Compliance Guide May 2024

- Wisconsin Open Meetings Law – Summary – Will share via email.
- Open Government Law and Compliance Guides
- Wisconsin Legislator Briefing Book - Chapter 5 - Open Meetings Law; 2018
- Trustee Essentials: The Library Board and the Open Meetings Law; Chapter 14

### Wisconsin Public Records Law Compliance Guide May 2024

- Records Retention for Wisconsin Public Libraries and Library Systems
- Public Library Records Retention Basics; 2021
- General Records Schedule GRS for Public Libraries and Public Library Systems 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

- [Legal Agreements - WVLS Member Library Participation Agreement 2013](#)
- [Legal Agreements - WVLS Member County Participation Agreement 2013](#)
- [County Library Plan](#)

## County Funding for Library Services

- [County Funding for Nonresident Use](#)
- [County Reimbursement Information](#) – See List of documents below.
  - 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](#)

## Library Annual Report and Compliance

- [Wisconsin Public Library Annual Report - WI Department of Public Instruction](#)
  - Public Library Annual Report
  - Public Library Assurance of Compliance with System Membership Requirements; Public Library Annual Report
  - Statement Concerning Public Library System Effectiveness

## Information for Trustees/Library Boards

- [Trustee Essentials: Effective Board Meetings and Trustee Participation; Chapter 4](#) – See Trustee Essentials above.
- [Robert's Rules of Order](#)
- [Board Meeting Minutes: 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](#)
- [Library Trustee 101](#)
- [Wisconsin Trustee Essentials - Videos](#)
- [Trustee Tale – OWLS](#)
- [Trustee Essentials: Developing Essential Library Policies: Chapter 10](#) – See Trustee Essentials above.
- [Materials Challenges & Intellectual Freedom](#)
  - [Trustee Essentials: Freedom of Expression and Inquiry; Chapter 22](#)
  - [The Library Bill of Rights and Freedom to Read Statement History](#)
  - [The Library Bill of Rights & The Freedom to Read Statement Brochure](#)
  - [Trustee Essentials: Dealing with Challenges to Materials and Policies; 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](#)

### **Wisconsin Library Association (WLA)**

- [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

- [System Information and Public Library Statistics](#)
- [WVLS Glossary of Acronyms & Library/System Related Terms; 2024](#)
- [The Role of Library Trustees \(United for Libraries\)](#)
- [Twelve Golden Rules for Board Members – Will share via email.](#)
- [Wisconsin Public Library Standards; 6th Edition; 2018](#)
- [WI Public Library Standards, 6th Edition Checklist](#)
- [Recollection Wisconsin](#)
- [BadgerLink: Wisconsin's Online Library](#)
- [Wild Wisconsin Winter Webinars Video - 15 Things A New Library Director Should Know](#)
- [Advice to New Public Librarians](#)
- [Portrait of a Legislative Success](#)
- [Collections and Databases](#)

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