



## 1) Thanksgiving Week Closures

The WVLS office is closed on Thursday, November 28 (Thanksgiving), and Friday, November 29.

- Delivery service is not operating on Thursday, November 28, in observance of Thanksgiving. Service will resume on Friday, November 29.
- Libraries that receive service on Thursdays will not receive a make-up day of service.
- Libraries that receive service on Friday but are closed (without Waltco access) will also not receive a make-up day of service.
- Because WVLS is closed on Thursday and Friday, sorting will be affected. Libraries might notice fewer items delivered early next week as outgoing materials will not be picked up by Waltco on November 28 or 29.

Contact [courier@wvls](mailto:courier@wvls) with questions.

## 2) V-Cat Updates

- **Item Deletions and Batch Check-ins**  
The last date for item deletions and batch check-in for 2024 will be Friday, December 8. This allows time for any item records that are unable to be deleted to be cleared before the end of the year. Anything marked for deletion by 9 a.m. Friday morning will be included in this process.
- **Backstage Process Set for Tuesday, December 10**  
WVLS will send a file of bib records for cleanup to Backstage on Tuesday, December 10. Please do not edit bib records on this day.  
WVLS will send a reminder Tuesday morning and an email when the process has been completed. Feel free to share this announcement with staff who catalog.

Contact ILS and Database Support Specialist Rachel Metzler ([rmetzler@wvls.org](mailto:rmetzler@wvls.org)) with questions.

## 3) Technology Updates

- To ensure staff/public computer orders are billed in the 2024 budget cycle (before the end of 2024), please place any procurement requests by Monday, December 2. Any orders placed after this date will be billed in 2025. [Place a request here](#).
- The tech training video, [Introduction to DeepFreeze](#), is now available. The next tech training session, with Windows 11 Tips and Tricks, will be Wednesday, December 18 from 2 - 3 p.m. All technology training videos [are posted here](#).

#### 4) 2024 Virtual Performers Showcase Next Week

The 2024 Virtual Performers Showcase, presented by the WLA Youth Services Section, will connect performers with members of the Wisconsin library community through live virtual demonstrations and marketing materials offered by magicians, puppeteers, storytellers, musicians, and anyone who presents library programs for children, youth, teen, and family audiences. The online event will be held on Tuesday, December 3.

A digital directory of performers will be made available to attendees for future reference. A recording of the showcase will be available to registered attendees for 60 days after the event. Registration is \$20 for WLA members, \$40 for non-members. Visit the [event webpage](#) to learn more.

#### 5) Streamlining WVLS Email Communications

*Monday Mentions* was created in 2018 to reduce the number of emails WVLS members receive from WVLS staff. While every effort is made to include most correspondence in Monday Mentions, there are occasions when individual emails need to be sent.

At the September 2024 WVLS Listening Session, it was suggested that emails from WVLS staff include action words in the subject line to alert members of the information being shared. Watch for more information in next month's *Monday Mentions*.

#### 6) Upcoming Webinars

The Maine State Library maintains a national calendar of continuing education opportunities. Typically, these are webinars not coordinated by consultants in Wisconsin. Every week, a few webinars are listed in this section of *Monday Mentions*, based on cost, topic and potential interest.

Because the amount of webinars listed has been increasing, WVLS encourages member librarians to [check out the calendar on a weekly basis](#). This will also ensure that opportunities won't be missed. Reminders will be given periodically about this calendar. Contact Jamie Matczak ([jmatczak@wvls.edu](mailto:jmatczak@wvls.edu)) with questions.

#### 7) Reminders:

- Save the date for Thursday, December 12 for assistance on the 2024 Annual Report. The morning session, held from 9 a.m. - 12 p.m., will review changes to the 2024 annual report with Melissa Aro, Data Analyst & State Data Coordinator from the Library Services Team at the DPI. The afternoon session, held from 1 - 3 p.m., will look at the state data dashboard pilot and address specific questions and activities related to the library's annual reports. Lunch will be included. Online participation will be an option, but in-person participation is encouraged.
- A new edition of the [Certification Manual for Wisconsin Public Library Directors](#) is now available. The certification process has not significantly changed, but there is an item of note: Librarians who are interested in completing self-directed, Category C continuing education activities will need to obtain pre-approval from their library system CE validators before completing the activity. Any activities completed in 2024 will be handled as previously instructed. For more information about the new Certification Manual or the certification process in general, contact WVLS certification validator Jamie Matczak at [jmatczak@wvls.org](mailto:jmatczak@wvls.org).