GET UP TO SPEED QUICKLY!

Administration

- Submit public library director certification application to Wisconsin Department of Public Instruction within 3 months of date of hire, and send digital copy of the application to WVLS Continuing Education Consultant and Validator (information about public librarian certification is available [here](#))
- View [Introduction to WVLS](#) video
- Become a member of the Wisconsin Library Association (WLA) and Wisconsin Association of Public Libraries (WAPL)
- Review WVLS Board meeting information, including agenda, minutes of the prior meeting, and Director's Report
- Read *Monday Mentions* email and *WVLS Monthly Newsletter*; subscribe to the newsletter [here](#)
- Review Sierra ILS passwords for Circulation, Cataloging and Training

Communication Tools

Register for State and Regional Listservs, Blogs, Newsletters

- Ensure an email account has been established for your role as a public library director
- Automatically upon hire, your public library director email address is added to DPI's WISPUBDIR email list. This is a closed announcements list for Wisconsin Public Library Directors only. There is an option to unsubscribe. More information is available here: https://dpi.wi.gov/libraries/professional-learning
- Ensure a staff member has subscribed to the state's listservs:
  - [WISCAT](#) Interlibrary Loan (ILL) listserv
  - [WISPUBLIB](#) Wisconsin Public Library listserv
  - [Wisconsin Public Library Consortium](#) (WPLC) Announcements listserv
  - ["Get in the Van"](#) blog by South Central Library System

Contact WVLS for Support

- WVLS Staff https://wvls.org/contact-hours/
- WVLS Help Desk (computer/network and V-Cat-related support) help@librarieswin.org
- LEANWI Website Services [LEAN WI Website Services](#)
- WVLS Courier Service courier@wvls.org
- Public Library Annual Report Support annual.reports@wvls.org

Continuing Education

State Calendar of Opportunities

- [Wisconsin Public Libraries Professional Learning Calendar](#)

DPI Public Library Director Bootcamp

- [Public Library Director Boot Camp](#)

Plan to Attend Conferences

- May 1 – 3, 2024 Wisconsin Association of Public Librarians (WAPL); Stevens Point
- November 5 - 8, 2024 - Wisconsin Library Association Fall Conference (WLA); Green Bay

Plan to Attend WVLS-Sponsored Continuing Education Events

- January 24-25, 2024 - Annual Wild Wisconsin Winter Web Conference – Archives https://wvls.org/category/continuing-education/
- Spring 2024 Webinar Series
- Fall 2024 Webinar Series
- August 2023 Wisconsin Trustee Training Week - Archives; https://www.wistrusteetraining.com/recordings
- September 2023 Annual Tech Days for Wisconsin's Libraries - Archives; https://techdayswisc.org/about
- WVLS Public Library Directors' Retreat; DTBD 2025

Networking Opportunities

- WVLS Public Library Director listserv
- WVLS Youth Services meetups (also known as Youth Services Information Exchanges – YSIE)
- WVLS "Staying Together" discussions
- Become a member of one or more WVLS Committees
- Become a member of the Wisconsin Library Association and volunteer
- Lunch with colleagues following WVLS V-Cat Council and Library Advisory Committee meetings
- Participate in WVLS Mentorship Program
- Participate in WLA Mentorship Program
- Attend DPI's Public Library Director Boot Camp; DTBD
- Attend WAPL Conference; May 1 – 3, 2024 Stevens Point
- Attend WLA Conference; November 5 – 8, 2024 Green Bay
- Attend other in-person workshops; DTBD
- Attend WVLS Public Library Directors' Retreat; DTBD 2025

CALENDAR OF EVENTS

March 2024 – June 2025

CALENDARS

- [WVLS Calendar](#)
- [Wisconsin Public Libraries Professional Learning Calendar](#)

March 2024

- Receive payments from adjacent counties for nonresident service. Wisconsin Statutes 43.12 requires libraries to receive payments by March 1
- Send WVLS the library board meeting packet – agenda, minutes of previous meeting and Director's Report

April 2024

- Send WVLS the library board meeting packet – agenda, minutes of previous meeting and Director's Report
- Attend V-Cat Council meeting; April 4, 2024
- Attend WVLS Library Advisory Committee meeting; DTBD
- Appointment of new library board members made by the municipality/county

May 2024

- Attend WAPL Spring Conference; May 1 – 3, 2024 Stevens Point
- Plan to do orientation for new library board members
- Send WVLS the library board meeting packet – agenda, minutes of previous meeting and Director's Report

June 2024

- Send WVLS the library board meeting packet – agenda, minutes of previous meeting and Director's Report
- Send usage statistics and invoices for serving home and adjacent county nonresidents to county clerks before the July 1 statutory deadline
- Attend V-Cat Council meeting; June 6, 2024

July 2024

- Send WVLS the library board meeting packet – agenda, minutes of previous meeting and Director's Report

August 2024

- Attend Wisconsin Trustee Training Week and market the opportunity to library board members (https://www.wistrusteetraining.com/recordings)

- Send WVLS the library board meeting packet – agenda, minutes of previous meeting and Director's Report

September 2024

- Send WVLS the library board meeting packet – agenda, minutes of previous meeting and Director's Report
- Attend V-Cat Council meeting; September 5, 2024
- Attend WVLS Public Library Directors' Retreat; DTBD 2025

October 2024

- Send WVLS the library board meeting packet – agenda, minutes of previous meeting and Director's Report

November 2024

- Send WVLS the library board meeting packet – agenda, minutes of previous meeting and Director's Report
- Attend V-Cat Council meeting; November 7, 2024
- Attend Wisconsin Library Association Conference; November 5 – 8, 2024; Green Bay

December 2024

- Send WVLS the library board meeting packet – agenda, minutes of previous meeting and Director's Report
- Submit paperwork/record of CE opportunities attended in 2024 to WVLS Public Library Director Certification Validator

January 2025

- Send WVLS the library board meeting packet – agenda, minutes of previous meeting and Director's Report
- Attend Wild Wisconsin Winter Web Conference; 2025
- Begin gathering information for the Public Library Annual Report

February 2025

- Submit the 2024 Public Library Annual Report to WVLS to review/audit
- Place "Approval of 2024 Public Library Annual Report" and "Approval of System Effectiveness Statement" on this month's Library Board meeting agenda
- Send WVLS the library board meeting packet – agenda, minutes of previous meeting and Director's Report
- Send WVLS two copies of the approved 2024 Public Library Annual Report
- Attend V-Cat Council meeting; DTBD
- Consider attending Library Legislative Day; DTBD 2025

March 2025

- Receive payments from adjacent counties for nonresident service. Wisconsin Statutes 43.12 requires libraries to receive payments by March 1
- Send WVLS the library board meeting packet – agenda, minutes of previous meeting and Director's Report

April 2025

- Send WVLS the library board meeting packet – agenda, minutes of previous meeting and Director's Report
- Attend V-Cat Council meeting; DTBD
- Attend WVLS Library Advisory Committee meeting; DTBD
- Attend WAPL Spring Conference; DTBD
- Appointment of new library board members made by the municipality/county

May 2025

- Plan to do orientation for new library board members
- Send WVLS the library board meeting packet – agenda, minutes of previous meeting and Director's Report

June 2025

- Send WVLS the library board meeting packet – agenda, minutes of previous meeting and Director's Report
- Send usage statistics and invoices for serving home and adjacent county nonresidents to county clerks before the July 1 statutory deadline
- Attend V-Cat Council meeting; DTBD