



# 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](#)
- [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 Innovation and Collaboration 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 2019**

- [Wisconsin Open Meetings Law - Summary](#)
- [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; October 2019**

- [Introduction to General Records Schedules; November 2017](#)
- [Public Library Records Retention Basics; 2021](#)

- [General Records Schedule: Wisconsin's Public Libraries and Public Library Systems and Related Records; June 2017-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 Services for People with Disabilities Policy; 2022.](#)
- [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](#)
- [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](#)
- [Trustee Essentials: Developing Essential Library Policies; Chapter 10](#)

- [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; Tip Sheet #11 Tools for Trustees; United for Libraries](#)
- [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 - 15 Things A New Library Director Should Know](#)
- [Advice to New Public Librarians](#)
- [Portrait of a Legislative Success](#)
- [WVLS Journal Subscriptions - Professional Reading](#)

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