



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](#)
- [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; 2023](#)
- [WVLS Technology Planning Guide: Narrative to WVLS Member Libraries Guide; 2024](#)
- [Digital Buying Pool Shares; 2023](#)
- [Digital Buying Pool Shares; 2024](#)

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](#)
- [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; 2023-2024](#)

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: 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](#)
- [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
- 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](#)
- [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; 2022](#)
- [WVLS Glossary of Acronyms & Library/System Related Terms; 2024](#)
- [Portrait of a Legislative Success](#)
- [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](#)

Updated March 25, 2024