

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 websitehelp@librarieswin.org
- 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

- February 11, 2025 - WLA's Library Legislative Day (LLD)
- April 30 - May 2, 2025 - Wisconsin Association of Public Librarians (WAPL); Oshkosh
- October 28 – 31, 2025 - Wisconsin Library Association Conference (WLA); Madison

Plan to Attend WVLS-Sponsored Continuing Education Events

- January 22-23, 2025 - Annual Wild Wisconsin Winter Web Conference
- January 24-25, 2024 - Annual Wild Wisconsin Winter Web Conference – Archives
<https://wvls.org/category/continuing-education/>
- Spring 2025 Webinar Series
- Fall 2025 Webinar Series
- August 2024 Wisconsin Trustee Training Week - Archives;
<https://www.wistrusteetraining.com/recordings>
- September 2024 Annual Tech Days for Wisconsin's Libraries - Archives; [Resources | Tech Days Webinar Series](#)
- 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; April 30 – May 2, 2025, Oshkosh
- Attend WLA Conference; DTBD 2025
- Attend other in-person workshops; DTBD
- Attend WVLS Public Library Directors' Retreat; DTBD 2025

Updated December 4, 2024

CALENDAR OF EVENTS

December 2024 – December 2025

CALENDARS

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

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; February 11, 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; April 30 – May 2, 2025; Oshkosh
- 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

July 2025

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

August 2025

- 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 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 Public Library Directors’ Retreat; DTBD 2025

October 2025

- Send WVLS the library board meeting packet – agenda, minutes of previous meeting and Director’s Report
- Attend Wisconsin Library Association Conference; October 28 – 31, 2025; Madison

November 2025

- Send WVLS the library board meeting packet – agenda, minutes of previous meeting and Director’s Report
- Attend V-Cat Council meeting; DTBD

December 2025

- 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