Who We Are

WiLS is a Wisconsin-based non-profit membership organization serving more than 600 libraries and cultural organizations. WiLS saves members time and money by facilitating collaborative projects and delivering customized services. Our services include consulting, collaboration support (including for WPLC), events, and Cooperative Purchasing. Access all the information about us at wils.org.

What is WiLS Cooperative Purchasing?

Through an annual membership fee, members access WiLS' Cooperative Purchasing program, which saves time and money through subscription management, consolidated and customized invoicing, and discounts on products from databases to furniture. Read more at wils.org/do/coop.

What is MyWiLS?

MyWiLS is an online portal that allows you to access your current and past subscriptions as well as account and contact information for your district. As a MyWiLS member, you are able to manage subscriptions on your own schedule with our one-stop, easy-to-use portal and receive invoices customized to your library's needs.

As a new MyWiLS member or new staff member, you will need to request access to MyWiLS by sending an email to coop@wils.org. Once you are entered into our system, you can register for an account at mywils.wils.org/register.

Several public library systems pay for their member libraries' MyWiLS membership. If you are a member of KCLS, MCFLS, MCLS, Monarch, PLLS, or SCLS, your system generously pays for your MyWiLS membership!

Helpful Links

- The **fastest** way to get in contact with our Cooperative Purchasing team: coop@wils.org.
- To answer all your **invoicing** questions: financials@wils.org.
- Get familiar with all the MyWiLS features with our manual: wils.org/mywils-user-manual.
- Explore WiLS' **vendor partners and products**: wils.org/wils-vendor-partners-and-products.
- Looking to order something new? Fill out our **quote request** form: wils.org/quote-request.
- Register for upcoming and view past **Taco Tuesdays**, our free and virtual webinars served in 15-minute segments so our members can learn about the valuable products and services offered by our vendor partners: wils.org/taco-tuesdays.
- CooPAC is our **Cooperative Purchasing Advisory Committee**, which helps advise WiLS on cooperative purchasing services. Learn more about it and consider joining:wils.org/coopac

The WiLS Cooperative Purchasing Team is here to help you make your staff transition as smooth as possible. We highly encourage new staff members to reach out to us at coop@wils.org to schedule a brief 15-20 minute conversation with us as a follow up to the information in this orientation packet. We can answer any questions you may have and make sure you are well informed and equipped in your new position. *Thank you and welcome to WiLS!*

Current Subscriptions

The following is a list of the databases that your library subscribes to through WiLS. Please add the link and login credentials as needed. We highly recommend double checking that all the links are front facing on your library's website to ensure they are working properly. You may also subscribe to other databases directly with the vendor and not through WiLS; you can add more sections as needed to track those databases as well as your subscriptions through WiLS.

Vendor	Database	Start Date	End Date
Contact	**Link**	**Username**	**Password**

Vendor	Database	Start Date	End Date
Contact	**Link**	**Username**	**Password**

Vendor	Database	Start Date	End Date
Contact	**Link**	**Username**	**Password**

Vendor	Database	Start Date	End Date
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Vendor	Database	Start Date	End Date
Contact	**Link**	**Username**	**Password**

Vendor	Database	Start Date	End Date
Contact	**Link**	**Username**	**Password**

How to Access Usage Statistics

Usage statistics for your electronic resources are an important assessment tool. We encourage you to review usage stats annually. There are three ways to access usage stats:

- Email coop@wils.org to request usage stats from WiLS. WiLS will contact vendors on your behalf and the statistics will be emailed directly to you from vendors. Include: Name of vendors, databases, and the date range needed (encouraged).
- Email vendors directly and include name of vendor, database, and the date range needed.
- Pull usage stats yourself from vendor admin portals (requires links and instructions from vendors).

Billing and Contacts in MyWiLS

Within your MyWiLS account, you can view and update your invoicing preferences and your library's current contacts under the Institutional & Contact Information tab. You can also email coop@wils.org to request any changes, additions, or removal of contacts. Learn more about WiLS' invoicing flexibility, deposit accounts and bill pay services at wils.org/do/coop/payment-services.

Your library's current invoicing instructions:	
Your library's current invoice recipients:	

Your library's current contacts:		
Name	Position	Email

WiLS Communications

Sign up for WiLS Communications at wils.org/wils-communications-sign-up!

Our newsletters include:

- Community Chronicle, a monthly newsletter of events, collaboration opportunities, service updates, and other items of interest to our community of libraries and cultural organizations.
- @WiLS, a short monthly publication of musings and timely tidbits from WiLS' Executive Director and occasional guest authors

We also have a cooperative purchasing email listserv, wils-coop-public@wils.org, where we post vendor news, deals and promotions, and occasional service updates from the WiLS Cooperative Purchasing Team.

Additional Resources for Public Library Members

In addition to cooperative purchasing, WiLS offers valuable resources for our Public Library members through grants, collaborative support, and learning opportunities:

Ideas to Action Fund (wils.org/ideas-to-action)
The WiLS Ideas to Action Fund provides grants of up to $5,000 to member organizations so they can bring their project ideas to life. The Fund encourages partnerships and collaborations among WiLS members and with community partners, supports innovative and exploratory new work, and seeds the development of processes, methods, or resources that can be used by other WiLS members. The application process and the grant reporting are designed to be easy and quick so you can focus on what you do best - serving your students! If you have an idea and need some funding to get it started, the application period runs annually from approximately April through May. This is not your typical grant writing experience, we promise!

Recollection Wisconsin (recollectionwisconsin.org)
Recollection Wisconsin is a program and collection that brings together digital cultural heritage resources from Wisconsin libraries, archives, museums, and historical societies and shares them with the world in partnership with the Digital Public Library of America. Recollection Wisconsin is a great resource for teachers and students alike for primary source images, maps, documents, and narratives specific to Wisconsin. The website includes teacher resources to help make the most of Recollection Wisconsin in the classroom. Bonus: It's free!

WiLS Consulting Services (wils.org/do/consulting-services)
Whether you are looking to build your knowledge of your organization through data, grow your understanding of your community through thoughtful engagement, or develop a new process to improve the work you do, WiLS has the experts to guide you to the answers you need. WiLS consultants will listen to your needs and create a process that works for you and your organization, whether it is strategic planning, survey development, or an idea you've had for a long time, but don't know where to start. For more information, please contact Melissa McLimans at melissa@wils.org.

Wisconsin Public Library Consortium (wils.org/do/collab/wplc)
The Wisconsin Public Library Consortium (WPLC), which is made up of all public libraries in Wisconsin, was formed in 2001 so library systems could partner on projects that move libraries forward through experimentation and research and development. The main and most popular service the WPLC has developed is Wisconsin's Digital Library, which is available to every Wisconsin resident who holds a public library card. The digital library provides access for library patrons to digital audio and ebooks as well as other e-content on a wide range of subjects.

The WPLC also recognizes the importance of technology-related collaborations. The consortium has dedicated committees established to foster, maintain, and provide a governance structure for these collaborative technology projects. WiLS serves as the project manager for the WPLC.

WiLSWorld Shorts (wils.org/ww-shorts)
WiLSWorld Shorts are quarterly(ish), free, virtual webinars designed to be as accessible as possible for your learning needs. Covering topics from intellectual freedom to library space design, these webinars connect all types of libraries and cultural organizations to information about important issues, foster the exchange of ideas, and help our community form professional connections and collaborations to get work done and done well.

BadgerLink (badgerlink.dpi.wi.gov)
From personal interest to educational research, BadgerLink is Wisconsin's Online Library, providing Wisconsin residents with over 60 licensed trustworthy resources from these current content providers. The resources are designed to provide a foundational collection serving all Wisconsin residents, augmenting those available through K-12 schools, public libraries, public and private universities and technical colleges, medical and health-care facilities and practitioners, and state agencies.

Access magazines, journals, newspapers, encyclopedias, and reference materials on many Public subject areas from resources such as Advanced Placement Source, Archive of Wisconsin Newspapers, Britannica Suite, ChiltonLibrary, Consumer Health Complete, Hobbies and Crafts Source, Home improvement Source, NoveList/NoveList K-8, Newspapers.com, and TeachingBooks.

See the For Library Staff page for more information such as direct resource URLs for your website, resource guides, asynchronous training, and promotional materials. For additional consultation, technical assistance, and personalized training on best practices and effective use of the resources, please contact the BadgerLink staff.

CESA Purchasing (cesapurchasing.org)
CESA Purchasing provides discounts on library and educational products and resources to MyWiLS through a reciprocal agreement. Although many of products are school-oriented, we encourage our Public Library members to take a look. Reach out to Partnerships Manager Meghan Cropp with any questions and visit the CESA Purchasing website to learn more about new and existing CESA Purchasing vendors and request quotes.

If you'd like a new copy of this Orientation Toolkit, simply go to wils.org/do/coop/mywils-resources and download it as a Word doc or PDF! You can also get to that page by clicking the "Help & Resources" tab in MyWiLS.

Please note that we occasionally make small updates to this toolkit, but we don't always announce those changes. The versions on our website are always the most current ones.