

AGENDA

**Library Board of Trustees-Verona Public Library
500 Silent Street Verona, WI 53593
608-845-7180**

**Wednesday, January 4, 2023 at 6:30 p.m.
Library Conference Room**

Call to order

- Approval of the Regular Meeting Minutes of 12/7/22
- Review and approval of the December 2022 and January 2023 invoices
- Public Comments
- City Council Liaison's report
- Library Director's report
- Old Business
 1. Discussion and possible action regarding the Public Computer and Electronic Device Use Policy
 2. Discussion and possible action regarding the 2023 Library Director Goals
- New Business
 1. Discussion and possible action regarding the 2022 library director evaluation. The Library Board may convene in closed session made possible under Wisconsin State Statute 19.85(1)(c).

VPL Board Meeting Minutes
Library Board of Trustees-Verona Public Library
500 Silent Street Verona, WI 53593

Wednesday, December 7, 2022, 6:30 p.m.

Present: Burkart, Cronin, Hopp, Jones, Safarik, Spencer, Voss

Absent: Conwell

Call to order:

Hopp called the meeting to order at 6:32 pm.

Approval of Minutes:

A motion was made by Voss, seconded by Spencer to approve the Regular Meeting Minutes of 11/2/22. Motion carried.

Review and Approval of Invoices:

A motion was made by Spencer seconded by Safarik to approve the September 2022 invoices. Motion carried.

Public Comments:

None

City Council Liaison Report:

EMS ratified employee 3-year contracts

City Administrator position is currently open –26 applications have been received to date; will phone screen 7

City of Verona budget is approved

Library Director's Report:

Email addresses will change from using city accounts to a new library email address @veronalibrary.org.

Discussion of archiving/best practices is ongoing with the city. Meanwhile, both will remain active.

Carpet was underordered and discontinued. Staff is creatively troubleshooting.

Discussion of library participation in local community school programs. Burkart will follow up with staff around program selection and report back.

Old Business:

None on agenda

New Business:

Discussion and possible action regarding the Public Computer and Electronic Device Use Policy

Suggestion to remove specific devices listed, given rapid technological advances. Section II will be removed and one statement about access in and outside of the library will be added to Section IV.

Small subsequent changes were made throughout document, related to specific devices and their use.

Suggestion to add "To ensure patron privacy..." in Section V, A regarding clearing hard drives.

Discussion of the relevance of social media monitoring being included in this Public Computer and Electronic Device Policy or possibility of adding a new Social Media/Communications Policy.

Recommendation by Jones to add Appendices for certain information in this and all policies.

Burkhart will edit and provide a rough draft at the meeting in either January or February 2023.

Discussion and possible action regarding the 2023 Library Director Goals

Remove Administration Item 2 regarding COVID protocols.

Administration Item 3: Discussion regarding surveying public

Confirmed that WiLS (org that provides support services to area libraries) – offers survey services

Remove language in Item 3 regarding “pandemic” content

Administration Item 4: Add language around “county appropriation outlays”

Discussion around strategic planning goals and action steps

Discussion around adding technology goals and deeper investigation to statistics, as part of Library Services section. Consensus to add technology to strategic planning, especially as it relates to OverDrive.

Add a Professional Development line

Library Director will present an updated draft of 2023 Library Director Goals at January meeting.

Discussion of Library Director Review (goal-setting, exploration of closed sessions, subcommittee structure etc). Confirmed that Director Review will be added to the January 2023 meeting agenda.

Adjournment:

A motion was made by Safarik , seconded by Voss to adjourn. Motion carried.

Meeting was adjourned at 7:42pm. Next meeting will be held on January 4th at 6:30pm.

Library board approved:

VERONA PUBLIC LIBRARY
DIRECTOR'S REPORT
December 2022

I. Collection Development

Tonja added 3 sets of snowshoes to the adult kit collection.

Number of items added and deleted in November 2022.

Item Type	Added	Deleted
Books	886	1280
Audio	12	12
Software	12	7
Video/DVD	66	27
Other (kits, etc.)	4	3
Magazines	134	58
TOTAL	1114	1387
YTD	12216	8400

II. Circulation

November 2022 Statistics

Self-check-outs	30,488
Total check-outs	43,939
Self-check-outs vs. desk	88.30%
Nov. 2021 vs. Nov. 2022	+ 1%
Check-ins	33,897
Library cards added	144
Holds placed	12,888

III. Reference

Statistics, November 23 – December 21:

Adult Reference Questions:	863
Children's Reference Questions:	493
Directional Questions:	144
Test Proctoring:	3 exams
Outer Library Loans:	44 requests
Personal Archiving Lab Sessions:	2
Computer Use:	553
Meeting Room Use:	432
Library Visits:	12,222

Social Media & Email Engagement:

Facebook:	4,649 followers, 67 posts/events
Twitter:	1,751 followers
Instagram:	1,393 followers, 4 posts/reels/stories

Events Newsletter A: 10,180 recipients

Events Newsletter B: 10,164 recipients

IV. Personnel and Staff Development

Sara Sandler will be began a new role at the library as Administrative Assistant starting on December 12.

Library assistant Susan Doing is moved from an 832 to 1040 hours/year position beginning on December 12.

Michael Green has been promoted from Library Page to Library Assistant starting on December 26.

Cortney Warshauer has resigned her Library Page position, her last day is December 31.

Theresa is in the process of filling 3 open Library Page positions.

Tonja attended CVMIC training, Coaching and Feedback on November 23.

Tonja and Mark met with newer children's staff for computer lab, computer lab/wireless printing, and faxing instruction.

Tonja met with UW-Madison iSchool practicum student, Samantha Barsanti, about a potential spring semester placement.

V. Equipment and Physical Facilities

We are still working with Sergenian's on a resolution to the yet-to-be completed carpet project in the center area of the library.

VI. Administration and Internal Operations

Stacey and the management team revised the Public Computer and Electronic Device policy based on feedback from the library board.

VII. Marketing and Public Relations

A staff marketing meeting was held on December 8 to plan for the April 2023 Microsculpture exhibit.

Abby created:

- 47 Facebook graphics
- 28 bookmarks/flyers/signs
- 47 slides for the TV
- 24 websliders

Katie made book displays for *Warm Up with a Holiday Romance* and *Season's Eatings*.

Tonja updated a display guideline and procedures handout for circulation and reference staff creating library displays.

VIII. System and Interagency Cooperation

Nothing to report.

IX. Fundraising

So far this year, the library has raised \$22,361 for the endowment fund. \$13,255 came from the 5K Run/Walk fundraiser and \$9106 in general and memorial donations.

X. Events, Programs and Exhibits

Kid's Events and Programs:

1000 Books before Kindergarten

10 kids were registered this month, bringing the total number of registrants to 2401.

Sensory Story Time, Thursdays at 9:30 am

Build communication & friendship skills in a supportive environment. Story time features a visual schedule, yoga, and more. For ages 3-5. No registration.

December 1, attendees: 14

December 8, attendees: 11

December 15, attendees: 3

Late Fall Story Time Session

November 14 – December 15

Baby Story Time: 3 story times, attendees: 60, average: 20

Toddler Story Time: 10 story times, attendees: 317, average: 32

Preschool Story Time: 10 story times, attendees: 226, average: 23

Total: 23 story times, 603 attendees

Favorite Books and Bites: School of Good and Evil

Monday, November 28, 4 – 5 pm

Discuss the School of Good and Evil series, plus enjoy activities and snacks related to the books. Ages 8 - 11. Pick up a copy of the first book of the series at the children's desk to read in advance, or if you're already a fan, just sign up and join us.

Attendees: 4

Virtual Froggy Story Time

Tuesday, November 29, 9:30 am

Enjoy stories, songs, and activities about Froggy! No registration.

Attendees: 26 one-minute views

Minecraft Club

Thursday, December 1, 4 p.m.

Build in Minecraft based on a new theme each session! Ages 6 - 11.

Attendees: 11

Music & Movement Story Time

Tuesday, December 6, 10:30 am

Join us for singing, dancing, instruments, and stories in this active story time for children and their caregivers. Ages 1-5.

Attendees: 26

Family Art

Wednesday, December 7, 4 – 5 pm

Kids and their caregivers can get creative together and design a colorful paper snowflake with coffee filters and watercolors. Geared towards ages 6-9 with their adult.

Attendees: 15

Pokemon Club

Thursday, December 8, 4 – 5 pm

Join fellow Pokémon fanatics for a Pokémon related activity each month. Bring your Gameboy, Switch, or learn to play the trading card game and compete against other kids! Bring your own deck or borrow one of ours. Ages 6 - 11.

Attendees: 35

Young and the Restless

Tuesday, December 13, 10 – 11:30 am

Get your wiggles out! Young and the Restless open indoor play time is an opportunity for kids to be active, develop motor skills, and make new friends. Ages 0-5 and their caregivers. No registration.

Attendees: 66

Early Reader Book Club

Tuesday, December 13, 4 – 4:30 pm

Library staff will read aloud longer books, lead a discussion about them, and we'll do a fun activity together. No pre-reading required. Geared toward children ages 5-7. We've removed registration for this program.

Attendees: 6

Child Development Story Time: Bears and Hibernation

Friday, December 9, 9:30 am, rescheduled to Monday, December 19, 10:30 am

Join a member of CI Pediatric Therapy Centers' staff for an interactive story time of books, songs, movement, crafts and fun! Activities will be geared towards 2-5 year olds, but all ages are welcome!

Attendees: 13

Toddler Art and Play

Tuesday, December 20, 10 am

Join us at the library for messy process art and sensory play! Wear clothes that can get messy and drop in for some fun toddler activities. Ages 1-3.

Attendees: 80

Upcoming Kids' Events

Winter Story Times

Story Time

January 9 – March 3, registration required

Baby Story Time: Fridays at 10:30 am (Story Room)

Toddler Story Time: Mondays and Wednesdays at 9:30 am (Community Room)

Preschool Story Time: Mondays and Wednesdays at 10:30 am (Community Room)

Sensory Story Time

Thursdays at 9:30 am, no registration required

Build communication & friendship skills in a supportive environment. Story time features a visual schedule, yoga, and more. For ages 3-5. (Community Room)

Music and Laughter for Kids with David Landau

Wednesday, December 28, 10 am

Join us for an all-ages music performance by local favorite David Landau.

Create a Comic Strip

Wednesday, December 28, 1 pm

Stop by the library to draw comic strips and share ideas with other comic book and graphic novel fans. What you create is up to you, from single moments to multi-page stories, so bring your creativity! Geared for ages 6-11. No registration required.

Kids Craft: Salt Snowflakes

Thursday, December 29, 3 pm

Make a salt snowflake picture. Ages 6-11. No registration needed.

Noon Year's Eve Party

Friday, December 30, 11 am

Celebrate the end of 2022 and the beginning of 2023 with dancing, activities, and refreshments! All ages! Throughout the library.

Young and the Restless

Tuesday, January 3, 10 – 11:30 am

Get your wiggles out! Young and the Restless open indoor play time is an opportunity for kids to be active, develop motor skills, and make new friends. Ages 0-5 and their caregivers. No registration.

Child Development Story Time: Winter

Thursday, January 5, 10:30 am

Join a member of CI Pediatric Therapy Centers' staff for an interactive story time of books, songs, movement, crafts and fun! Activities will be geared towards 2-5 year olds, but all ages are welcome! Please register.

Minecraft Club

Thursday, January 5, 4 pm

Build in Minecraft based on a new theme each session! Ages 6 - 11.

Music & Movement Story Time

Tuesday, January 10, 10:30 am

Join us for singing, dancing, instruments, and stories in this active story time for children and their caregivers. Ages 1-5.

Tween Craft: Gnomes

Tuesday, January 10, 6 pm

Create your own no-sew gnome with a sock and yarn! Ages 8-12. Registration required.

Pokemon Club

Thursday, January 12, 4 – 5 pm

Join fellow Pokémon fanatics for a Pokémon related activity each month. Bring your Gameboy, Switch, or learn to play the trading card game and compete against other kids! Bring your own deck or borrow one of ours. Ages 6 - 11.

Young and the Restless

Tuesday, January 17, 10 – 11:30 am

Get your wiggles out! Young and the Restless open indoor play time is an opportunity for kids to be active, develop motor skills, and make new friends. Ages 0-5 and their caregivers. No registration.

Family Art

Wednesday, January 17, 4 – 5 pm

Kids and their caregivers can get creative together and design a colorful paper snowflake with coffee filters and watercolors. Geared towards ages 6-9 with their adult.

Lunar New Year Celebration

Saturday, January 21, 10:30 – 11:30 am

After a two-year online hiatus, it's time to gather in person and kick off the Lunar New Year with students and staff from Verona Area International School (VAIS)! Join the fun at story time and a cultural performance starting at 10:30 am. At 11 am, enjoy a variety of Year of the Rabbit themed activities and crafts throughout the children's department. Hope to see you at this community celebration!

Favorite Books and Bites: Keeper of the Lost Cities

Monday, January 23, 4 – 5 pm

Discuss the School of Good and Evil series, plus enjoy activities and snacks related to the books. Ages 8 - 11. Pick up a copy of the first book of the series at the children's desk to read in advance, or if you're already a fan, just sign up and join us.

Teen Events:**Crafty Tuesday**

Tuesday, December 13, 4:00 pm

Teens folded paper trees from recycled books and then punched holes to make a path for a string of lights.

Attendees: 12

Teen Paint Pour Ornaments

Wednesday, December 14, 4:15 – 5:00 pm

Teens learned paint pouring techniques and created one-of-a-kind ornaments!

Attendees: 6

Teen Chocolate Truffles

Wednesday, December 21, 7:00 – 8:00 pm

Teens worked in teams and made 3 ingredient – Oreo and brownie – chocolate truffles!

Attendees: 20

Upcoming Teen Events:

Teen Gaming

Wednesday, December 28, 3:00 – 4:30 pm

Snack and play board games, face off on the Nintendo Switch or SNES, or bring your own device.

Study Break Bundles

January 10, as supplies last.

Going out to schools along with some in-library availability.

Take a break, teens! Relaxation bundles include paint by sticker sheets, scratch notes, cozy word searches, and a fidget!

Stress Balls & Cookie Dough

Wednesday, January 11, 4:00 – 5:00 pm

Survive the end of another quarter! Drop in, create a stress ball and eat some cookie dough!

Crafty Tuesday

Tuesday, January 17, 4:00 pm

Stop by Teen Central for DIY projects. Create throughout the week, as supplies last.

Adult Classes & Events:

Distance Learning English Classes for Adults

Beginner Level

November 21, attendees: 1

November 28, attendees: 7

December 6, attendees: 0

Intermediate Level

November 22, attendees: 4

November 29, attendees: 7

December 6, attendees: 4

Library Letter Writers

Verona Public Library letter writers filled out a short survey to be matched with a pen pal in sunny El Mirage, Arizona! Letters from their new pen pals will be available to pick up at the library after January 2, 2023. This is a partnership between Verona Public Library and the Maricopa County Library District.

Participants: 20

Verona Area High School Winter Music Recital

Tuesday, December 6, 5:00 – 6:00 pm

Soloists and small groups of Verona Area High School music students performed music for the season.

Attendees: 51

Smart Residential Salt Use (Water Softeners and Winter De-icing)

Thursday, December 8, 6:30-7:30 pm

Luke Melotik from AECOM (Verona's City Engineering Consultant) covered tips for using salt on your property to safely remove ice during the winter and to soften water year-round, preventing the costs of excess salt being transported to aquatic ecosystems.

Attendees: 6

More Than Words: An Afternoon with Jerry Apps

Saturday, December 10, 1:30-2:30 pm

Wisconsin storyteller Jerry Apps discussed his new book, *More Than Words: A Memoir of a Writing Life*.

Attendees: 70

Senior Case Management Outreach

Monday, December 12, Drop in between 1:00–2:00 pm

A case manager from the Verona Senior Center was available to answer questions and provide resources for older adults and their caregivers.

Attendees: 0

Madison Flute Choir Winter Performance

Tuesday, December 13, 6:30-7:30 pm

Attendees enjoyed a relaxing evening of seasonal music with the Madison Flute Choir.

Attendees: 94

Library Yarn Club

Wednesday, December 14, 4:30-6:00 pm

Fiber art enthusiasts joined together to learn new techniques, exchange ideas, or find inspiration for their next project.

Attendees: 10

Which Energy Efficiency Improvements Make Sense for Your House?

Thursday, December 15, 6:30-7:30 pm

Laura Paprocki, from Madison Gas and Electric, discussed ways you can improve the energy efficiency of your home and lower your carbon footprint.

Attendees: 11

Sock Knit Along

Participants started to knit, Kate Atherley's Basic Ribbed Sock pattern, a traditional top-down sock, with a flap and gusset heel.

November 30, attendees: 10

December 7, attendees: 8

Upcoming Adult Classes & Events

Distance Learning English Classes for Adults

Mondays 6:00 – 7:30 pm, Beginner, Beginner, January 23 – May 2, 2023

Tuesdays 6:00 - 8:00 pm, Intermediate, Intermediate, January 24 – May 3, 2023

This free group English class is offered mostly online using Zoom. You will practice speaking, listening, reading, writing and new vocabulary in English. Students will receive free English textbooks, at their level, in the mail. Presented in partnership with Literacy Network.

Merry Mocktails

Wednesday, December 28, 6:30-7:30 pm

Join Hodge Podge bartenders in crafting delicious holiday mocktails while learning more about the craft of mixology, flavor profiles, and tasty spirits that you can add to the recipe at home. You will leave with the mocktail recipes demonstrated along with additional recipes to try. There will also be a tasting of the mocktails crafted. This class will give you confidence in your New Year's party planning, and give you the experience to experiment on your own! Registration required. Class size limited to 25 participants.

Senior Case Management Outreach

Monday, January 9, Drop-in between 2:00–3:00 pm

A case manager from the Verona Senior Center will answer questions and provide resources for older adults and their caregivers. Information on Medicare/Medicaid, nutrition, housing, assistance in the home, and resources in Verona and Dane County will be available. Contact Julie Larson at the Verona Senior Center at 608-845-7471 with questions.

Library Yarns Craft Group

Second and Fourth Wednesdays, Drop-in between 4:30-6:00 pm

If you enjoy knitting, crochet, embroidery, or another needlecraft, please join us at a twice-monthly, drop-in stitching circle. Meet up with other fiber art enthusiasts, learn new techniques, exchange ideas, or find inspiration for your next project. All skill levels welcome.

Mitten Knit Along

Wednesdays, January 18, February 1, 15, March 1, 4:30-6:00 pm

Over a series of four meetings, we will knit [Tin Can Knits The World's Simplest Mittens](#) pattern, "a perfect fast knit or a blank canvas for experimentation." With instructions for five sizes, from toddler to adult, and four yarn gauges (fingering, DK, worsted, and chunky), these mittens are highly customizable and suitable for knitters of all abilities. Knit them in a single yarn for a quick and easy knit or add colorwork for a more challenging project. We have ideas for those who want to get creative. All levels of knitters are welcome. The only prerequisites are that you know how to knit and purl, cast on and cast off.

John Armbruster, Author of *Tailspin*

Wednesday, January 18, 6:30-7:30 pm

Wisconsin author, John Armbruster, will discuss his book *Tailspin*, the true story of a World War II tail gunner who survived a four-mile fall without a parachute and landed in Nazi hands.

Books will be available for sale and signing.

Pakistani Cooking Class

Monday, January 23, 6:30-7:30 pm

Join Huma Siddiqui, cookbook author and founder of White Jasmine, for a cooking demonstration featuring harissa - North African chili paste, harissa shrimp and Mediterranean couscous. Enjoy a tasting

of all the food prepared. White Jasmine is a local company that offers unique spices, cheeses, cooking classes, and TV show *White Jasmine Everyday Cooking*. Registration required. Class size limited to 25 participants.

Native Plant Selection

Wednesday, January 25, 6:30-7:30 pm

Rick Eilertson and Mercedes Kennedy from AECOM (Verona's City Engineering Consultant) will describe the benefits of incorporating native plants into your yard and discuss options for grading and landscaping (e.g. downspout gardens, rain gardens, pollinator gardens, etc.) They will include tips for selecting native plants that would work best for specific soil, sun, and moisture conditions you might find for your site. Suggestions for various native plant sales (e.g. Plant Dane, etc.) will also be covered.

Exhibits

Creative Power: ARTS for ALL Wisconsin -Traveling Exhibition

January 19 – February 16

This inspiring collection showcase the artistic talents of persons with disabilities.

Outreach Events

Outreach story times:

Total daycare story time presentations: 4

Prairie Oaks Book Group

Thursday, December 1, 1:00–2:00 pm

The group read *The Gown* by Jennifer Robson.

Attendees: 6

YMCA After School Program at Stoner Prairie

Tuesday, December 6, 4:15–4:45 pm

A winter craft and book for the students at the afterschool program at Stoner Prairie.

Attendees: 10

Reindeer Live!

Saturday, December 10, 2:00–5:00 pm

The library brought a reindeer headband craft to the annual Chamber of Commerce reindeer event.

Attendees: 80

Senior Center Book Group

Wednesday, December 14, 10:00–11:00 am

The group discussed *The Keeper of Lost Things* by Ruth Hogan.

Attendees: 8

Four Winds Book Group

Wednesday, December 21, 10:00–11:00 am

The residents discussed *A Quilt for Christmas* by Sandra Dallas.

Attendees: 4

Upcoming Outreach Events

YMCA After School Program at Stoner Prairie

Tuesday, January 10, 4:15–4:45 pm

Crafts and stories at the afterschool program at Stoner Prairie.

Senior Center Book Group

Wednesday, January 11, 10:00–11:00 am

The group will be reading *The Midnight Library* by Matt Haig.

Four Winds Book Group

Tuesday, January 17, 10:00–11:00 am

The residents will meet to discuss *The Dark Hours* by Michael Connelly.

Prairie Oaks Book Group

Thursday, January 19, 1:00–2:00 pm

The group will be reading *The Spymistress* by Jennifer Chiaverini.

Books 'n Booze at Boulder Brewpub

Thursday, January 26, 6:00–7:00 pm

The group will be discussing *A Week in Winter* by Maeve Binchy.

Verona Public Library
Public Computer and Electronic Device Use Policy

I. Introduction

The Verona Public Library offers computer workstations, a wireless network, and a variety of electronic devices to ensure free public access to the Internet as an informational, educational, and recreational resource.

II. Access to Public Computers

(A) To use the public computers or laptops, a library card and PIN (personal identification number) are necessary. If a patron does not have their card present, staff may provide patrons with their card number if the patron presents a valid photo ID. Visitor passes are also available for the computer lab.

(B) Computer use is limited to two hours per day. Library staff can override the two-hour time limit and additional time may be requested if no other patrons are waiting to use a computer.

(C) Computers are available during regular operating hours until 10 minutes before the library closes. Unreserved computers are available on a first-come, first-served basis. Patrons may make reservations up to seven (7) days in advance. Reservations may be made in person, over the telephone, or online on the library website. Patrons have a 15-minute window to log in to their scheduled reservation. After 15-minutes, the computer reservation will be canceled.

(D) Patrons age eight (8) or younger must be accompanied by a parent, legal guardian, or caregiver to use a computer.

(E) Printing is available at the computer lab. Wireless printing is also available for all devices. Instructions for printing are available at all library service desks and the library website. Printouts are \$.10 for black and white and \$.25 for color.

III. Access to Electronic Devices

(A) Patrons eight (8) or younger must be accompanied by a parent, legal guardian, or caregiver to check out an electronic device.

(B) As with all other library materials, the user assumes responsibility for the item and is liable for any damage or loss of parts. Replacement costs for electronic devices are visibly marked on the device package. Some individual parts, such as charging cords, may be replaceable separately for their own value.

(C) Chromebooks and GPS units circulate for 28 days. Video Game Consoles circulate for 14 days. Users must return devices listed in this policy to the Verona Public Library Service Desk for check-in. Devices should not be returned in the book return or at other libraries.

(D) Electronic devices for in-library use must be returned before closing on the day of checkout. If they are removed from the library building they will be deemed stolen.

(E) Devices will not be checked in immediately. Library staff will inspect the device before check-in.

(F) Patrons cannot place holds through LINKcat on electronic devices such as laptops and Chromebooks, but library staff can place holds for patrons. Additionally, any device can be held until closing time of that day. Pickup for all holds of devices will be at the Service Desk.

IV. Rules for Using Library Computers, Wireless Network, and Devices in the Library

(A) Patrons should save all information on personal removable media (flash drives) or cloud storage. Hard drives on public computers are automatically cleared when rebooted to ensure patron privacy.

(B) Inappropriate computer use will not be tolerated within the library. The library will take disciplinary measures including but not limited to loss of library privileges or computer use. Illegal uses of computers may also be subject to prosecution by local, state, or federal authorities. Rules regarding inappropriate computer use include but are not limited to the following:

1. Patrons shall not send, receive, or display on computer screens any text or graphics that may reasonably be construed to be obscene. Verona Public Library staff shall notify and fully cooperate with law enforcement if they become aware of any use of its computers or electronic devices in any connection with child pornography, exposure of sexually explicit material to children, or the solicitation of sex with minors.
2. Patrons shall not transmit, post, upload, or otherwise make available defamatory, harassing, abusive, or threatening material or language that encourages bodily harm, destruction of property, or harasses another.
3. Patrons shall not libel, slander, or maliciously offend other users.
4. Patrons must respect the privacy of others and shall not misrepresent oneself as another user. This includes logging in with another patron's library card account.
5. Patrons shall not attempt to crash, degrade performance of, damage, modify, or gain unauthorized access to computer systems and networks, hardware, software, files, passwords, or data that belongs to the library or other users.

(C) The Verona Public Library shall not be responsible for any injuries or damages to possessions of individuals or groups resulting from the use of computers or electronic devices. This includes but is not limited to credit card charges, identity theft, or other potential damages.

(D) The library is not responsible for patrons who use the library computers to engage in any activity that infringes or misappropriates the intellectual property rights of others, including patents, copyrights, trademarks, service marks, trade secrets, domain names, or any other proprietary right of any third party.

(E) Access, use, or dissemination of information via the Internet in the library is the responsibility of the user. The library expressly disclaims any liability or responsibility resulting from such use arising from access to or use of information obtained through its electronic information systems, or any consequences thereof.

(F) Public computers are provided with the understanding that it is primarily self-service and that most learning will occur through self-instruction instead of library staff intervention. Patrons who use their own devices are responsible for troubleshooting those devices.

V. Computer or Device Use by Children

The Verona Public Library assumes no responsibility or liability for the use of the Internet by children. It is the responsibility of the user (or the parent, guardian, or caregiver) to determine what is appropriate. The public library, unlike schools, does not serve *in loco parentis* (in place of a parent). Library staff assume that children and young adults who are unattended have parental permission to use library resources, including the Internet.

VI. Internet and Wireless Network

(A) The library strives to serve all people and considers its endorsement of the Library Bill of Rights and the Freedom to Read documents to apply to the use of electronic information. The library also upholds public access to information in accordance with the provisions of the Constitution of the United States.

(B) The availability of networked information via library terminals does not constitute the library's endorsement of the content of that information. The Verona Public Library does not represent or warrant information found on the Internet to be accurate, authoritative, factual, timely, or useful for patrons' purposes.

(C) The Verona Public Library has no means or statutory authority to assure that only constitutionally protected material is available on the Internet. The authority to determine what is illegal content rests with the courts as defined in Wisconsin and federal statutes.

(D) Wireless access is a free public service provided by the Verona Public Library. By choosing to use this free wireless service, patrons agree to abide by the Public Computer and Electronic Device Use Policy and refrain from illegal activities. The Library's wireless network is an unsecure wireless network.

VII. Appendix of the Public Computer and Electronic Device Policy includes:

- “Freedom to Read Statement”
- “Freedom to View Statement”
- “Library Bill of Rights”

This policy replaces any previous policies regarding public computer, Internet, wireless access, e-reader, and electronic device use.

Library Board Approved on October 1, 2008.
Revised April 13, 2011
Revised March 6, 2013
Revised March 5, 2014
Revised May 6, 2015
Revised March 2, 2016
Revised June 1, 2016
Revised March 1, 2017
Revised May 1, 2019

Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

- I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
- II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
- III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
- V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
- VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 18, 1948.

Amended February 2, 1961; June 28, 1967; and January 23, 1980,
inclusion of "age" reaffirmed January 23, 1996,
by the ALA Council.

THE FREEDOM TO READ

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label “controversial” views, to distribute lists of “objectionable” books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to counter threats to safety or national security, as well as to avoid the subversion of politics and the corruption of morals. We, as individuals devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary individual, by exercising critical judgment, will select the good and reject the bad. We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they are prepared to sacrifice their heritage of a free press in order to be “protected” against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy or unwelcome scrutiny by government officials.

Such pressure toward conformity is perhaps natural to a time of accelerated change. And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with controversy and difference.

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended discussion that serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings. The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

1. *It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority.*

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

2. *Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.*

Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.

3. *It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.*

No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish that draws up lists of writers to whom it will not listen, whatever they may have to say.

4. *There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.*

To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.

5. *It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.*

The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for others. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

6. *It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.*

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive. Further, democratic societies are more safe, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.

7. *It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one.*

The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all Americans the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers.

Adopted June 25, 1953; revised January 28, 1972, January 16, 1991, July 12, 2000, June 30, 2004, by the ALA Council and the AAP Freedom to Read Committee.

A Joint Statement by:

American Library Association
Association of American Publishers

Subsequently endorsed by:

American Booksellers Foundation for Free Expression
The Association of American University Presses, Inc.
The Children's Book Council
Freedom to Read Foundation
National Association of College Stores
National Coalition Against Censorship
National Council of Teachers of English
The Thomas Jefferson Center for the Protection of Free Expression

Freedom to View Statement

The **FREEDOM TO VIEW**, along with the freedom to speak, to hear, and to read, is protected by the First Amendment to the Constitution of the United States. In a free society, there is no place for censorship of any medium of expression. Therefore these principles are affirmed:

1. To provide the broadest access to film, video, and other audiovisual materials because they are a means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantee of freedom of expression.
2. To protect the confidentiality of all individuals and institutions using film, video, and other audiovisual materials.
3. To provide film, video, and other audiovisual materials which represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of the content.
4. To provide a diversity of viewpoints without the constraint of labeling or prejudging film, video, or other audiovisual materials on the basis of the moral, religious, or political beliefs of the producer or filmmaker or on the basis of controversial content.
5. To contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

This statement was originally drafted by the Freedom to View Committee of the American Film and Video Association (formerly the Educational Film Library Association) and was adopted by the AFVA Board of Directors in February 1979. This statement was updated and approved by the AFVA Board of Directors in 1989.

Endorsed January 10, 1990, by the ALA Council

(/offices/oif)

Verona Public Library

Public Computer and Electronic Device Use Policy

I. Introduction

~~The Verona Public Library offers computer workstations, a wireless network, and a variety of electronic devices to ensure free public access to the Internet as an informational, educational, and recreational resource. (A) Verona Public Library places a high emphasis on technology. It is the library's intent by enacting this policy to provide equal and fair access to its resources for all people.~~

~~(B) The library provides public access to the Internet. This policy defines the relationship and responsibilities of the library and patrons regarding the Internet.~~

~~(C) This policy is used by library staff to determine acceptable uses of the computer and Internet access the library provides for its patrons.~~

~~(D) The Verona Public Library offers computer workstations, a wireless network, and a variety of electronic devices to ensure free public access to the Internet as an informational, educational, and recreational resource.~~

~~II. Definition and Description of Devices Available~~

~~(A) Items available for checkout to use outside of the library:~~

- ~~1. GPS units~~
- ~~2. Wifi hotspots~~
- ~~3. Chromebooks~~

~~(B) Items available for checkout to use inside the library:~~

- ~~1. iPads~~
- ~~2. Laptop computers~~
- ~~3. Chromebooks~~

III. Access to Publicthe Computers Lab

(A) To use the public computers or laptops, a library card and PIN (personal identification number) are necessary. If a patron does not have their card present, staff may provide patrons with their card number s and PIN if the patron presents a valid photo ID. ~~A vvisitor passes es may also be obtained are also available for the computer lab.~~

(B) Computer use is limited to two hours per day. Library staff can override the two hour time limit and additional time may be requested if no other patrons are waiting to use a computer.

(C) Computers are available during regular operating hours until 10 minutes before the library closes. Unreserved computers are available on a first-come, first-served basis. Patrons may make reservations up to seven (7) days in advance. Reservations may be made in person, over the telephone, or online on the library website. Patrons have a 15-minute window to log in to their scheduled reservation. After 15-minutes, the computer reservation will be canceled.

~~(D) There is a limit of one (1) person per workstation unless approved by library staff.~~

~~(E) Patrons are expected to end their computer use when their scheduled time expires or when library staff so request.~~

(DF) Patrons age eight (8) or younger must be accompanied by a parent, legal guardian, or caregiver to use a computer.

(EG) Printing is available at the computer lab. Wireless printing is also available for all devices. Instructions for printing are available at all library service desks and the library website. Printouts are \$.10 for black and white and \$.25 for color.

III.IV- Access to Electronic Devices

(A) Patrons eight (8) or younger must be accompanied by a parent, legal guardian, or caregiver to check out an electronic device.

(B) As with all other library materials, the user assumes responsibility for the item and is liable for any damage or loss of parts. Replacement costs for electronic devices are visibly marked on the device package. Some individual parts, such as charging cords, may be replaceable separately for their own value.

(C) ~~Wifi hotspots,~~ Chromebooks, and GPS units circulate for 28 days. Video Game Consoles circulate for 14 days. Users must return devices listed in this policy to the Verona Public Library Service Desk for check-in. Devices should not be returned in the book return or at other libraries.

(D) Electronic devices for in-library use must be returned before closing on the day of checkout. If they are removed from the library building they will be deemed stolen, ~~and law enforcement will be contacted.~~

(FE) Devices will not be checked in immediately. Library staff will inspect the device ~~thoroughly~~ before check-in.

(GF) Patrons cannot place holds through LINKcat on electronic devices such as laptops and Chromebooks listed in this policy, but library staff can place holds for patrons. Additionally, any device can be held until closing time of that day. Pickup for all holds of devices will be at the Service Desk.

~~(H) Selection of content for devices will not be inhibited by the possibility that materials may come into the possession of children. Content for devices follows the same collection development policies and procedures used when selecting library materials. Electronic device content is viewed as a virtual extension of the contents within the entire library. The library reserves the right to add or delete content it provides on these devices.~~

IV. Rules for Using Library Computers, Wireless Network, and Devices in the Library

(A) Patrons should save all information on personal removable media (~~memory sticks,~~ flash drives) or cloud storage. Hard drives on library-public computers are automatically cleared when rebooted to ensure patron privacy.

(B) Inappropriate computer use will not be tolerated within the library. The library will take

disciplinary measures including but not limited to ~~discontinued computer service or~~ loss of library privileges or computer use. Illegal uses of computers may also be subject to prosecution by local, state, or federal authorities. Rules regarding inappropriate computer use include but are not limited to the following:

1. Patrons shall not send, receive, or display on computer screens any text or graphics that may reasonably be construed to be obscene. Verona Public Library staff shall notify and fully cooperate with law enforcement if they become aware of any use of its computers or electronic devices in any connection with child pornography, exposure of sexually explicit material to children, or the solicitation of sex with minors.
2. Patrons shall not transmit, post, upload, or otherwise make available defamatory, harassing, abusive, or threatening material or language that encourages bodily harm, destruction of property, or harasses another.
3. Patrons shall not libel, slander, or maliciously offend other users.
4. Patrons must respect the privacy of others and shall not misrepresent oneself as another user. This includes logging in with another patron's library card account. ~~Patrons shall not send unsolicited bulk and/or commercial messages over the Internet or engage in activities that invade another's privacy, nor shall patrons forge or misrepresent message headers, whether in whole or in part, to mask the originator of the message.~~
5. Patrons shall not attempt to crash, degrade performance of, damage, modify, or gain unauthorized access to computer systems and networks, hardware, software, files, passwords, or data that belongs to the library or other users.

~~(C) If an individual or group of computer users creates a disturbance that limits the effective use of the library by others, they will be asked to correct their behavior, disband, and/or leave the building as appropriate.~~

~~(CD)~~ The Verona Public Library shall not be responsible for any injuries or damages to possessions of individuals or groups resulting from the use of computers or electronic devices. This includes but is not limited to credit card charges, identity theft, or other potential damages.

~~that are possible when using networked computers or wireless computers or devices.~~

~~(ED)~~ The library is not responsible for patrons who use the library computers to engage in any activity that infringes or misappropriates the intellectual property rights of others, including patents, copyrights, trademarks, service marks, trade secrets, domain names, or any other proprietary right of any third party. ~~Any responsibility for the consequences of intellectual property infringement shall be with the user.~~

~~(EF)~~ Access, use, or dissemination of information via the Internet in the library is the responsibility of the user. The library expressly disclaims any liability or responsibility resulting from such use arising from access to or use of information obtained through its electronic information systems, or any consequences thereof.

~~(FG)~~ Public Computers are use is provided with the understanding that it is primarily self-service and that most learning will occur through self-instruction instead of library staff intervention. Patrons who use their own devices are responsible for troubleshooting those devices.

VI. Computer or Device Use by Children

~~(A) The Verona Public Library assumes no responsibility or liability for the use of the Internet by children. It is the responsibility of the user (or the parent, guardian, or caregiver) to determine what is appropriate. The public library, unlike schools, does not serve in loco parentis (in place of a parent). Library staff assume that children and young adults who are unattended have parental permission to use library resources, including the Internet.~~

~~(B) The public library, unlike schools, does not serve in loco parentis (in place of a parent). Library staff cannot act in the place of parents, nor can they act as a substitute for daycare in providing constant care and supervision. Parents or guardians are responsible for supervising their child(ren)'s computer/Internet sessions.~~

~~(C) When requested to do so, the library will work with parents and legal guardians to block a child's computer access. The library cannot limit computer access by time, platforms, programs, or in any other selective way. Blocking access only applies to the computer lab computers and laptops and the specific library account the parent or legal guardian identifies. The library cannot block access to the wifi network. To block a child's access, the custodial parent or legal guardian must submit a request in writing that the child's computer access be blocked and include the child's library card number. The block will be in effect until the custodial parent or legal guardian submits another written request with the child's library card number or until the child turns eighteen (18) years old.~~

VII. Internet and Wireless Network

~~(A) The Verona Public Library provides access to a broad range of information resources through the Internet.~~ The library strives to serve all people and considers its endorsement of the Library Bill of Rights and the Freedom to Read documents to apply to the use of electronic information. The library also upholds public access to information in accordance with the provisions of the Constitution of the United States.

(B) The availability of networked information via library terminals does not constitute the library's endorsement of the content of that information. The Verona Public Library does not represent or warrant information found on the Internet to be accurate, authoritative, factual, timely, or useful for patrons' purposes.

(C) The Verona Public Library has no means or statutory authority to assure that only constitutionally protected material is available on the Internet. The authority to determine what is illegal content rests with the courts as defined in Wisconsin and federal statutes.

~~(D) The Verona Public Library assumes no responsibility for any damages, direct or indirect, arising from use of the internet. Furthermore, the Verona Public Library assumes no liability for any loss or damage to the user's data, or for any damage or injury arising from invasion of privacy in the user's computer accounts, programs, or files.~~

~~(E)~~ Wireless access is a free public service provided by the Verona Public Library. By choosing to use this free wireless service, patrons agree to abide by the Public Computer and Electronic Device Use Policy. ~~It is the responsibility of the user to understand these and policies and~~ refrain from illegal activities. The Library's wireless network is ~~offered as~~ an unsecure wireless network.

VII. Appendix of the Public Computer and Electronic Device Policy includes:

"Freedom to Read Statement"

"Freedom to View Statement"

"Library Bill of Rights"

~~(F) WARRANTY DISCLAIMER~~

~~THE SERVICES AND ANY THIRD PARTY PRODUCTS DESCRIBED IN THIS POLICY ARE PROVIDED "AS IS" "AS AVAILABLE", AND AT YOUR OWN RISK, AND NEITHER THE VERONA PUBLIC LIBRARY NOR ITS OFFICERS, DIRECTORS, OR EMPLOYEES MAKE ANY WRITTEN, ORAL, EXPRESS, IMPLIED, OR STATUTORY REPRESENTATIONS, WARRANTIES, OR COVENANTS TO YOU REGARDING THE USABILITY, CONDITION OR OPERATION THEREOF. THE VERONA PUBLIC LIBRARY AND ITS DIRECTORS, OFFICERS, AND EMPLOYEES DOES NOT WARRANT THAT ACCESS TO OR USE OF THE SERVICES OR THIRD PARTY PRODUCTS WILL BE UNINTERRUPTED OR ERROR FREE, OR THAT THEY WILL MEET ANY PARTICULAR CRITERIA OF PERFORMANCE OR QUALITY. THE VERONA PUBLIC LIBRARY AND ITS DIRECTORS, OFFICERS, AND EMPLOYEES EXPRESSLY DISCLAIM ALL IMPLIED WARRANTIES, INCLUDING WITHOUT LIMITATION WARRANTIES OF MERCHANTABILITY, TITLE, FITNESS FOR A PARTICULAR PURPOSE, NON-INFRINGEMENT, COMPATIBILITY, SECURITY, OR ACCURACY. SOME JURISDICTIONS DO NOT ALLOW FOR THE EXCLUSION OF CERTAIN WARRANTIES, SO, TO THE EXTENT NOT ALLOWED BY LAW, SOME OF THE ABOVE EXCLUSIONS MAY NOT APPLY.~~

~~LIMITATION OF LIABILITY~~

~~UNDER NO CIRCUMSTANCES AND UNDER NO LEGAL THEORY, CONTRACT, TORT (INCLUDING NEGLIGENCE, PRODUCT LIABILITY, AND STRICT LIABILITY) OR OTHERWISE, SHALL THE VERONA PUBLIC LIBRARY, ITS OFFICERS, DIRECTORS, OR EMPLOYEES BE LIABLE FOR ANY CONSEQUENTIAL, INDIRECT, SPECIAL, EXEMPLARY, PUNITIVE, INCIDENTAL, OR COMMERCIAL DAMAGES OR LOSSES. IN NO EVENT SHALL THE VERONA PUBLIC LIBRARY'S TOTAL CUMULATIVE LIABILITY FOR ANY CLAIMS, DIRECT LOSSES, OR DIRECT DAMAGES ARISING OUT OF OR RELATING TO THIS POLICY EXCEED \$100.00 U.S. DOLLARS, EVEN IF IT HAD BEEN INFORMED OF THE POSSIBILITY OF SUCH POTENTIAL CLAIMS, LOSSES, OR DAMAGES AND EVEN IF ANY REMEDY FAILS OF ITS ESSENTIAL PURPOSE. SOME JURISDICTIONS DO NOT ALLOW FOR INCIDENTAL OR CONSEQUENTIAL DAMAGES SO TO THE EXTENT NOT ALLOWED BY LAW, SOME OF THE ABOVE LIMITATIONS MAY NOT APPLY.~~

~~Indemnification~~

~~You agree to defend, indemnify and hold harmless the Verona Public Library, its officers, directors, employees, from any claim, liability, loss, damage, cost, or expense (including without limitation reasonable attorneys' fees) arising out of or related to your use of the Service, any materials downloaded or uploaded through the Service, any actions taken by you in connection with your use of the Service, any violation of any third party's rights or any violation of applicable law or regulation. This Section will not be construed to limit or exclude any other claims or remedies that Verona Public Library may assert under this Policy, law or equity.~~

This policy replaces any previous policies regarding public computer, Internet, wireless access, e-reader, and electronic device use.

Library Board Approved on October 1, 2008.

Revised April 13, 2011

Revised March 6, 2013

Revised March 5, 2014

Revised May 6, 2015
Revised March 2, 2016
Revised June 1, 2016
Revised March 1, 2017
Revised May 1, 2019

DRAFT 2023 Goals - Stacey Burkart

Goals and Objectives for the Verona Public Library in the 2023 Budget

- To maintain a high level of library service, including print and electronic collections, customer service, and educational and enriching programs.
- Promote library service to new members of the growing Verona community

Administration:

1. Continue policy reviews & revisions. Complete a review of the Study Room, Program, Event, and Exhibit, Meeting Room, Public Behavior, and Child Safety policies by the end of 2023.
2. Collect feedback on library services from the public via a survey and develop a strategic plan or strategic goals for the library. (Ongoing from 2022)
3. Work with the city and county on solutions around minimum funding and county appropriation. This will likely be a multi-year process.

Collection Maintenance:

1. Supervise and support the multi-year diversity audit project in the adult and children's fiction collections. (Ongoing from 2022)

Library Service:

1. Develop and implement programs related to the 2023 library endowment project featuring the exhibit *Microsculpture: Insect Portraits of Levon Biss* during the month of April 2023.
2. Fundraise \$10,000 for the library Endowment Fund by the end of 2023.
3. Continue to write quarterly columns for the Verona Press that focus on literacy or library related topics. (Ongoing from 2022)
4. Develop and implement an annual library marketing plan by the end of 2023.
5. Work with the library management team to assess technology the library currently offers and recommend any technology additions or changes as part of the budget process.

Facilities Management:

1. Plan and implement the second phase of the library re-carpeting project in the children's, teen, and AV areas of the library. (Ongoing from 2022)
2. Explore grant possibilities for adding a lactation pod to the Youth Services area.

Professional Development:

1. Attend a national (ALA) or state (WLA) library conference in 2023.
2. Complete continuing education credits towards Grade 1 Library Director Certification, renewal required by DPI every five years.

2022 Goals - Stacey Burkart

Goals and Objectives for the Verona Public Library in the 2022 Budget

- To offer as much library service as safely possible in the midst of an ongoing global pandemic
- Return to in-person library programs and events for all ages as public health conditions allow
- Promote library service to new members of the growing Verona community

Administration:

1. Continue policy reviews & revisions. Complete a review of the Inclement Weather, Public Computer Use, and Collection Development policies by the end of 2022.
[This goal was met, the Inclement Weather \(February\), Collection Development \(June\), Bulletin Board \(August\), and Public Computer & Electronic Device Use \(December/January\) policies were reviewed and updated.](#)
2. Continue to develop safety protocols, procedures, and staffing models in response to changing public health conditions during the COVID-19 pandemic. (Ongoing from 2021)
[This goal was met. The library director, with input from library staff and managers, continued to make changes to library services & procedures throughout the year based on recommendations from the public health department. By the end of 2022, plexiglass barriers were removed from service desks and normal hours & services were reinstated. Continuing mitigation efforts include current COVID-19 community levels being posted in the lobby and some programming for children is taking place in the larger community room to allow for more social distancing.](#)
3. Assess what changes the pandemic will have on library strategic planning and solicit feedback on library services from the public via survey. (Ongoing from 2021)
[This goal is still in progress.](#)

Collection Maintenance:

1. Supervise and support the multi-year diversity audit project in the adult and children's fiction collections. (Ongoing from 2021)
[This goal is in progress. Reference staff continues to work on the audit as time allows and Youth Services staff have been exploring using diversity audit resources like \[teachingbooks.net\]\(https://teachingbooks.net\) \(available free through BadgerNet\). After working on this project for two years, the consensus is that it is very time intensive for staff.](#)
2. Supervise the completion of a full inventory of the library collection.
[This goal was met. A full inventory of the library collection was completed in May 2022.](#)

Library Service:

1. Create and maintain a system of online programs and events as long as in-person programs are not advised by public health officials. (Ongoing from 2021)

This goal was met. As public health conditions evolved throughout the year, the library shifted back into mostly in-person programs because attendance for online programs continued to decline. The library still offers the occasional online adult event, some hybrid in-person/virtual events, and some virtual story times for children.

2. Review library services and continue to offer as many regular library services to the public as possible with staff and patron safety a top priority during the pandemic. (Ongoing from 2021)
This goal was met. All regular services were reinstated by the end of 2022.

3. Develop and implement a Community Read Project by summer 2022 using the annual endowment disbursement.
This goal was met. The library hosted Verona Reads! during the months of May, June, and July. The books *Firekeeper's Daughter* by Angeline Boulley and *The Healer of the Water Monster* by Brian Young were the community read selections. The library hosted both authors virtually along with a variety of related programs and book discussions. 500 copies of *Firekeeper's Daughter* and 250 copies of *Healer of the Water monster* were distributed to community members.

4. Participate in the Dane County Ripple Project, part of the aim of which is to bring more diverse presenters to area libraries.
This goal was met. The library hosted two events funded by the Beyond the Page/Ripple Project in 2022, "Speaking with Music" and "Creating a Sense of Belonging Through Slam".

5. Fundraise \$10,000 for the library Endowment Fund by the end of 2022.
This goal was met. Over \$22,000 was raised for the endowment fund this year primarily through the annual 5K Run/Walk event and the end of year mailing campaign.

6. Continue to write quarterly columns for the Verona Press that focus on literacy or library related topics. (Ongoing from 2021)
This goal was met. Stacey and other library staff members contributed columns to the Verona Press roughly every 2 months throughout the year.

Facilities Management:

1. Plan for a library re-carpeting project that may begin in 2022 and take three or more years to complete. (Ongoing from 2021)
This goal was met. The first phase of the carpet project (center of the library) began in October and unfortunately did not go smoothly due to an ordering error by the carpet installer. Work continues to finish the center section of the building as well as planning for carpet install on the children's side of the building in 2023.