

## **AGENDA**

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

**Wednesday, January 6, 2021, 6:30 p.m.**

**Due to the COVID-19 pandemic, the Library Board of Trustees will hold its meeting as a virtual meeting. The Library Board of Trustees and Staff will join the meeting by using Zoom Webinar, as described immediately below.**

**Members of the public can join the meeting using Zoom Webinar via a computer, tablet, or smartphone, or by calling into the meeting using phones, as described immediately below. Those requiring toll-free options should contact the Verona Public Library for details prior to the meeting at [sburkart@ci.verona.wi.us](mailto:sburkart@ci.verona.wi.us) or 608-845-7180.**

**Join the meeting by computer, tablet, or smart phone:**

<https://zoom.us/j/94604700591>

**Join the meeting via phone by dialing:**

1-301-715-8592

Webinar ID: 946 0470 0591

The online meeting agenda and all support materials can be found at [veronapubliclibrary.org](http://veronapubliclibrary.org) or [www.ci.verona.wi.us](http://www.ci.verona.wi.us). Anyone with questions prior to the meeting may contact the Library at (608) 845-7180 or [sburkart@ci.verona.wi.us](mailto:sburkart@ci.verona.wi.us).

Call to order

- Approval of the Regular Meeting Minutes of 12/2/20
- Review and approval of December 2020 invoices
- City Council Liaison's report
- Library Director's report
- Old Business
  1. Discussion and possible action regarding library response to COVID-19 and metrics needed to reopen the library
- New Business
  1. Discussion and possible action regarding the Dane County Library Service Agreement for Extension of Library Service

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

**Wednesday, December 2, 2020, 6:30 p.m.**  
**Virtual Board Meeting**

Virtual Participants: Conwell, Huemmer, Sohail, Ryan, Hopp, Cronin, Kurth, Burkart

**Call to order:**

Hopp called the meeting to order at 6:30 p.m.

**Approval of Minutes:**

A motion was made by Kurth, seconded by Huemmer to approve the Regular Meeting Minutes of 11/04/2020. Motion carried.

**Review and Approval of Invoices:**

A motion was made by Huemmer, seconded by Kurth to approve the November 2020 invoices. Motion carried.

**Public Comments:**

None

**City Council Liaison Report:**

Cronin reported that the recount of the votes was done in Verona over the last weekend. She also informed that the finalized annual budget for 2021 was approved by the city council last month. She also updated that the residents would receive the documents for property taxes in December. She also added that Charlotte Jerney, the alderperson from District 3 will not be participating in re-election in April elections.

**Library Director's Report:**

Burkart informed the board that WiFi is now available in the library parking lot for the public use. She also updated regarding the curbside pickup service being continuously busy. She further added that a library assistant position may or may not be opened to help in the library services.

**Old Business:**

- 1. Discussion and possible action regarding library response to COVID-19 and metrics needed to reopen the library:*** The library staff suggested to move the curbside pickup trailer and the canopy to the other side of the building to cope with the restrictive inclement weather. The new location will be in front of the emergency exit towards the non-fiction section. The signs to direct the patrons have

been ordered. This change in operation will be posted on social media and website as well. There will also be shortening of the pickup time slots to rotate the staff more often.

Conwell shared and elaborated the data snapshot of COVID-19 from PHMDC showing a slight decrease in the cases, however, the test positivity has been higher than 5% and remains elevated. The data suggested COVID-19 being active in the community with more deaths and hospitalizations during the last 30 days.

The board decided to stay in the same phase for the library operations and maintain the curbside pickup service.

2. ***Discussion of 2021 director goals:*** A motion was made by Sohail, seconded by Huemmer to approve the library director goals for 2021 as presented. Motion carried.

### **New Business:**

1. ***Discussion and possible action regarding the Epidemic & Library Health Emergency Policy:*** The library board reviewed the Epidemic and Library Health Emergency Policy for the library. No changes were made to the policy.

**Adjournment:** Meeting adjourned at 7:03 p.m.

VERONA PUBLIC LIBRARY  
DIRECTOR'S REPORT  
December 2020

***I. Collection Development***

Number of items added and deleted in November 2020:

Books	715	848
Audio	18	5
Software	11	0
Video/DVD	23	6
Other (kits, etc.)	1	0
Magazines	138	31
<b>TOTAL</b>	<b>906</b>	<b>890</b>
<b>YTD</b>	<b>10918</b>	<b>5818</b>

***II. Circulation***

November 2020 Statistics

Total check-outs	28,171
Nov. 2019 vs. Nov. 2020	-31%
Check-ins	21,153
Library cards added	18
Holds placed	16,108

**Curbside pick-up:**

4616 curbside appointments were complete last month. We made several recent improvements to help staff do curbside pick-up in winter weather. The pick-up location moved to the emergency exit door on the west side of the building. This really reduces the amount of time staff is outside. A temporary tarp-style storage shed was put up over the pick-up table to block the wind and the snow, we cut a "door" in the back of the shed so staff could enter from the building. It's not an elegant solution, but it is working well.

Currently curbside pick-up appointments are available:

M-R	8:30 - 6:45pm
F	8:30 - 5:45pm
Sat	9:30 - 3:00pm

***III. Reference***

**Statistics (past month):**

Reference questions:	511
Kids Reference questions:	288
Directional questions:	21

Outer Library Loans: 27 requests  
One-on-one Instruction: 6  
Curbside Pick-up appointments: 4616  
Computer Lab appointments: 49  
Librarian's Choice requests: 317

#### **Social Media Engagement:**

Facebook: 3,411 followers, 74 posts/events  
Twitter: 1,746 followers, 38 tweets  
Instagram: 1,191 followers, 39 posts  
Events Newsletter A: 11,851 recipients  
Events Newsletter B: 11,840 recipients

#### **IV. Personnel and Staff Development**

Staff participated in several webinars and online trainings this month:

- *More than a Slight: Micro-aggressions in the Workplace* (This training is one of three Diversity and Inclusion training options that all full-time city employees will participate in)
- *Fill Up Your Fuel Tank With Compassion Resilience*
- *HarperCollins Winter 2021 Book Preview*
- *Youth Services 101*
- *Building Literacy in Every Library Part 3 - Curious Readers: Celebrating the Joy of Reading*
- *Recruitment & Hiring for Inclusion & Diversity*
- *Ryan Dowd: Burnout and Stress*

#### **V. Equipment and Physical Facilities**

The parking lot wifi access project has been completed.

A new exhaust fan has been installed in the furnace room.

A new temporary shed has been installed to keep the staff and library materials out of the wind and snow at curbside pick-up.

#### **VI. Administration and Internal Operations**

Staff has continued to pitch in wherever needed to keep up with demand for curbside pick-up appointments. Getting materials out the door safely and quickly continues to be our top priority.

#### **VII. Marketing and Public Relations**

Luke created 129 individual graphics to promote events and services via social media, the website, and internal digital signage.

#### **VIII. System and Interagency Cooperation**

Nothing to report

#### **IX. Fundraising**

The library has received \$6100 in donations so far from the end-of-year fundraising letter for the endowment. Registration has opened for the hybrid 5K Run/Walk on May 1. Participants can either run at a place of their choosing or on the suggested route at the library.

## ***X. Events, Programs and Exhibits***

### **Kid's Events and Programs:**

#### **Chinese-English Story Time**

Saturday, November 21 and December 12, 10:00 – 10:30 am

Participants enjoyed a virtual story time, language practice, and songs with a Verona Area International School (VAIS) parent and student, presented from the Quiet Reading Room on Facebook Live.

November 21, 525 views, 74 1-minute views

December 12, 460 views, 62 1-minute views

#### **Frozen Story Time**

Monday, November 23, 9:30 – 10 am

Stories, songs, and activities were presented by Elsa and Anna.

757 views, 144 1-minute views

#### **Character Craft Mondays**

Participants picked up the supplies for this program in advance through curbside, then followed along with Christi as she directed the craft, also viewable after the program. Ages 2 - 6.

November 23 (Frozen)

202 views, 27 1-minute views, 86 bags distributed

#### **Online Trivia**

This multi-question trivia event was hosted using Crowdpuir.

November 24 (Marvel) – 5 teams

December 15 (Disney) – 37 teams

#### **Tween D&D**

Kids ages 8 – 11 play D&D online.

November 24, 6 attendees

December 1, 5 attendees

#### **Thanksgiving Story Time**

Wednesday, November 25, 10:00 – 10:30 am

202 views, 27 1-minute views

#### **Minecraft Club**

There are two virtual Minecraft Clubs for ages 6 – 11: a Java version for PC and Mac, and a Bedrock version for tablets and phones. Participation is increasing for Minecraft Club.

December 2, 30 attendees

#### **Pokemon Story Time**

Monday, December 7, 9:30 – 10:00 am

Enjoy stories, songs, and activities presented by Ash (Dusty) and Pikachu!

249 views, 49 1-minute views

#### **Fandom Makers**

Mary created craft bags based on different fandoms and led the making of the crafts on Facebook Live, also viewable after the program. Ages 6 – 11.

December 7 (Pokemon), 175 views, 21 1-minute views, 50 bags distributed

### **Tween Escape Room**

Ages 8 – 11 work together to solve puzzles and open locks via Zoom.

December 7, 6 attendees

December 14, 5 attendees

### **Tween Craft**

Participants picked up the supplies for this program in advance through curbside service, then followed along with Mary and/or Leah as they directed the craft (also for teens).

December 9 (Gnomes)

228 views, 36 1-minute views, 39 bags distributed

### **Favorite Books and Bites**

Amy prepared bags of activities, craft supplies and snacks for pickup, then led a discussion about a favorite author or series on Zoom (no special reading required in advance). Ages 8 - 11.

December 17 (Amulet), 9 attendees

### **Upcoming Kids' Events**

During this story time break, youth services staff have been recording single stories to be presented on Facebook using Facebook Premiere. Statistics will be reported next month, after each has been viewed for a week.

### **Winter Reading Program**

January 1 – 31

Trudy, Leah, Mary and Julie worked together to develop a Winter Reading Program using Beanstack. Participants of all ages will choose from different activities, many focused on well-being, winter or reading, with each activity earning a ticket entry for a local gift card.

### **Ballet Story Time**

Monday, December 21, 9:30 – 10:00 am

Enjoy stories, songs, and activities about ballet!

These statistics will be reported after the story time has been viewed for a full week.

### **Noon Year's Eve**

Thursday, December 31, 11:45 am – 12:00 pm

Join the Youth Services staff as we celebrate the new year on Facebook Live! Don your best party clothes and tune in for music, dancing, and a countdown to noon. Geared for ages 0-5, but all are welcome to attend. Don't forget to pick up your take-home party pack for extra party fun!

### **Tween D&D**

Tuesdays, January 5, 12, 19 and 26, 3:45 – 5:15 pm

Fantasy and Adventure await in 5th edition Dungeons & Dragons. Dusty runs this program for ages 8 -11.

Tweens are split into two groups, meeting on different days.

### **Minecraft Club: Java Edition and Bedrock Edition** (two separate groups, attending simultaneously)

Wednesday, January 6 and 20, 4:00 – 5:00 pm

Join VPL Youth Services on our very own Minecraft Server! Explore, build, and play in a safe and secure Minecraft world! Connect with Dusty to work on collaborative projects and explore an all-new map with exciting biomes and treasures.

### **Coding Club**

Mondays, January 11 and 26, 3:00 – 4:00 pm

New! Join us for a virtual meet-up over Zoom. All experience levels welcome! We will be working on learning new computer science skills and encouraging each other to become better computer scientists! Ages 8 – 11.

### **Tween Escape Room**

Monday, January 11, 4:00 – 5:00 pm

Ages 8 – 11 work together to solve puzzles and open locks via Zoom.

### **Tween Craft**

Wednesday, January 12, 4:00 – 5:00 pm – Water bead lanterns

Wednesday, January 27, 4:00 – 5:00 pm – Knotted wall hangings

Participants pick up the supplies for this program one week in advance through curbside service or inside the express library, then follow along with Mary and/or Leah as they direct the craft. Ages 8 – 11.

### **Chinese-English Story Time**

Saturday, January 16, 10:00 – 10:30 am

Increase your cultural understanding and Mandarin Chinese skills during this bilingual program. Enjoy a virtual story time, language practice, and songs with Verona Area International School (VAIS). All ages welcome.

### **Virtual American Girl Tea Party**

Saturday, January 16, 10:30 – 11:30 am

Celebrate American Girl with a virtual tea party! Geared to ages 5 and up and their caregivers. Fancy attire is encouraged. All dolls are welcome.

### **Favorite Books and Bites**

Thursday, January 21, 4:00 – 5:00 pm – Dork Diaries

Amy will lead a discussion about a favorite author or series (no special reading required in advance). Bags will be created and distributed with related activities, crafts and snacks. Ages 8 – 11.

### **Winter Story Time**, January 26 – March 5 on Facebook Live

Everybody Story Time Tuesdays at 9:30 am

Toddler Story Time Wednesdays at 9:30 am

Preschool Story Time Thursdays at 9:30 am

Sensory Story Time Fridays at 9:30 am

Baby Story Time Fridays at 10:30 am

### **Eco Makers: Magazine Baskets**

Monday, February 1, 3:00 – 3:30 pm

Have fun with activities that use recycled materials!

## **Teen Events:**

### **Teen D&D**

Wednesdays, 3:30 – 5:00 pm

Using a virtual platform, teens played a cooperative adventure game based on storytelling and dice rolling.

December 3; attendees: 4

December 10; attendees: 5

December 17; attendees: 4

### **Teen Watercolor**

Wednesday, December 2, 4:00 – 5:00 pm

Teens picked up a free watercolor kit from the library and learned some basic watercolor techniques, while socializing with other kids.

Attendees: 13

### **Teen Escape Room**

Tuesday, December 8, 4:00 – 5:00 pm

Looking at a shared screen with clues, teens used critical thinking skills to solve puzzles and open locks as a team. The clues focused on grammar and math this time.

Attendees: 5

### **Teen Craft: Gnomes**

Wednesday, December 9, 4:00 – 5:00 pm

Teens and tweens picked up craft supplies from the library and then followed along with a live video, so they could ask questions, interact, and listen to Mary and Leah answer “Would You Rather” questions.

Teen attendees: 15 (Tweens, 42)

### **Teen Writing Club**

Mondays, 4:00 – 5:00 pm

Teens focused on character descriptions, using photographs as visual prompts, and using dialogue to introduce characterization and story motivation.

November 30; attendees: 5

December 14; attendees: 4

### **Teens Among Us**

Tuesday, December 22, 3:00 – 4:00 pm

Teens played the popular online social game, Among Us.

Attendees: 3

## **Upcoming Teen Events:**

### **Teen D&D**

Thursdays, 4:00 – 5:30 pm

### **Teen Writing Club**

Monday and Tuesday, 1/4, 1/19, 4:00 – 5:00 pm

Join other teens for a social workshop where you can work on craft, share stories, and get feedback from other aspiring authors.

### **Teen Watercolor**

Wednesday, January 6, 4:00 – 5:00 pm

While socializing, explore different watercolor techniques together after receiving a kit from the library.

### **Teen Escape Room**

Tuesday, January 12, 4:00 – 5:00 pm

Work as a team to solve puzzles and open virtual locks!

### **Teen Crafts**

Wednesdays, 4:00 – 5:00 pm

Pick up craft supplies from the library, and then follow along with a live video, so you can ask questions, interact, and listen to Mary and Leah answer “Would You Rather” questions.

January 13: Water bead lanterns

January 27: Knotted wall hangings

### **Adult Classes & Events:**

#### **Boost Your Brain Health (COVID-19 Edition) – Virtual**

Tuesday, December 1, 6:30-7:30 pm

Jeff Hamm, dementia outreach specialist and Rose Kearney, Master of Social Work student and social work intern from the Alzheimer’s & Dementia Alliance of Wisconsin, explored the six paths to brain health and wellness in the context of COVID-19.

Attendees: 19

#### **Racial Disparity in Academic Achievement – Virtual**

Thursday, December 3, 6:30-7:30 pm

Dr. Gloria Ladson-Billings, professor emerita at the UW-Madison, called for us to consider a “hard re-set” where we re-think what it means to educate all students. She discussed a series of strategic questions to help us think through new ways of educating and preparing ALL students.

Attendees: 14

#### **The Lincoln Street Storm Water Basin - Virtual**

Tuesday, December 8, 6:30–7:30 pm

Marty Cieslik, construction manager of Verona’s Public Works Department, provided information on the basin, to be constructed in 2021, and referred to as the Lincoln Street Storm Water Facility.

Attendees: 5

### **Upcoming Adult Classes and Events:**

#### **Books ‘n Booze**

Books ‘N Booze is a book club for people who are interested in having a blast while discussing fun books and meeting new people. We meet every fourth Thursday of the month at 6:00 pm via Zoom.

January 28, 2021-*Magpie Murders* by Anthony Horowitz

February 25, 2021-*The Guernsey Literary & Potato Peel Pie Society* by Mary Ann Shaffer

#### **City of Verona Water Resources: Where Does Verona’s Water Come from and Where Does it Go? - Virtual**

Tuesday, January 12, 6:30-7:30 pm

We often take our water for granted, but there’s more to our water supply than just turning on the tap. Marty Cieslik, construction manager for the City of Verona Public Works Department, will discuss the

Sugar River watershed, where our water comes from, and where it goes after we use it. This presentation is an updated version of the same topic presented two years ago. Since 2019 Verona has added a new water supply well, is in the midst of replacing a major interceptor sewer line, and is planning the construction of a new storm water basin. All of these projects demonstrate how the City continues to invest in all three aspects of water management.

### **Stay Well or Feel Better – Virtual**

Tuesday, January 19, 6:30-7:30 pm

Self-care is a vital practice for health and well-being. It can vary depending on the individual, as you have the innate wisdom to know just what is best for your mind, body, and spirit. Jo Anne Lindberg, a Shiatsu practitioner certified by the American Organization for Bodywork Therapies of Asia, will teach you tools to help you explore your self-care needs, empower you to develop your own self-care program in this interactive online experience. Registration is required. Class size is limited to 15 participants.

### **Distance Learning English Classes for Adults**

Mondays, January 25 - April 5, 6:00–8:00 pm

This group English class will be offered online using Zoom. You will learn English speaking and communication skills. Topics include talking about family, health, communicating at work, meeting with your child’s teacher, phone calls, small talk, and more. You can take your Zoom class on your smartphone, a tablet, a laptop, or a computer. If you do not have any of these, Literacy Network can lend you a device. Students will receive English textbooks, at their level, in the mail. The textbook will be used for class and weekly homework. This class is presented in partnership with the Literacy Network. For more information and to sign up, call the Literacy Network at 608-244-3911.

### **Stop Clutter From Sneaking Into Your Home And Messing Up Your Life**

Wednesday, January 27

Do you ever look around and wonder “how did all this stuff get here?” The answer is that it snuck in bit by bit; clutter can be super sneaky like that. Learn how to stop clutter from building up before it becomes overwhelming. Jill Annis, a professional organizer and the owner of Simply Organized, will share her best tips for keeping clutter away. Jill has been helping clients make decisions and reduce clutter, without judgment, since 2002. This program will be presented through a pre-recorded video. Please register in advance, so we can send you the link via email.

### **Outreach Events**

#### **Virtual Preschool Story Times: Our Redeemer and Hometown Preschool**

Wednesday, December 2, 11 am and Wednesday, December 16, 9:15 am

Virtual songs and stories for preschoolers.

Attendees: 21, 14

#### **Virtual Senior Center Book Group**

Wednesday, December 9, 10-11 am

The group read *Resistance Women* by Jennifer Chiaverini.

Attendees: 5

## **DCLS AGREEMENT for EXTENSION OF LIBRARY SERVICE**

THIS AGREEMENT made and entered into by and between the Dane County Library Board (hereinafter referred to as "the County Library Board") and **Verona Library Board** (hereinafter "the local Library Board") serving the municipality of Verona.

### **WITNESSETH:**

WHEREAS the County Library Board, established by the County Board of Supervisors in accordance with sec. 43.57, Wis. Stats., is required to and does provide services to the residents of those Dane County municipalities which do not operate their own libraries; and

WHEREAS the Local Library Board, a municipal public library legally organized under sec.43.52, Wis. Stats., with a board appointed in compliance with sec 43.54, Wis Stats., is required to and does provide library services only to residents of its parent municipality, which has exempted itself from the county library tax in accordance with sec. 43.64, Wis. Stats.; and

WHEREAS the Local Library Board is able and willing to serve those in Dane County who reside in areas taxed by the county for library service, provided adequate financial arrangements are furnished; and

WHEREAS the County Library Board wishes to arrange for walk-in services for such persons;

NOW, THEREFORE, in consideration of the above premises and the mutual covenants of the parties hereinafter set forth, the receipt and sufficiency of which is acknowledged by each party for itself, the County Library Board and the Local Library Board do agree, as authorized by chapter 43 and SEC. 56.30, Wis. Stats., as follows:

1. The Local Library Board agrees to provide all on-site services, programs, collections, and facilities to residents of Dane County on the same basis as residents of its parent municipality; and honor valid borrowers' cards as issued by the Dane County Library Service or other local participating libraries, issue and mail library cards to local residents based on applications taken at other participating libraries and forwarded to them, and accept applications for such cards, forwarding them to the Dane County Library Service or the appropriate local participating libraries.
2. The Local Library Board agrees to maintain, and provide to the Dane County Library Service accurate service, facility, and financial records, including a copy of the Annual Report filed on or before February 15, 2021 with the Wisconsin Department of Public Instruction, and records of circulation as specified in Wisconsin Statutes Section 43.12(2).
3. The Local Library Board agrees to maintain its status as a member in good standing of the South Central Library System, meeting all requirements under Section 43.15(4)(c) of the Wisconsin Statutes.
4. In exchange for the Local Library Board's providing services under this agreement to residents of areas taxed by the county for library service, the County Library Board agrees to pay the Local Library Board the sum of \$826,212. This sum represents the net payment due after averaging use and cost data from 2017, 2018 and 2019, subtracting the amount due the County for the Local Library's share of Outreach and Delivery services, and adjusting the payment as required by cross-municipal usage. The sources of data used in these calculations shall include 2017, 2018 and 2019 circulation, expenditure and revenue figures as reported by the Local Library Board to the Department of Public Instruction, as well as circulation by patron statistical codes as reported by the shared circulation system for 2017, 2018 and 2019.

5. In recognition of the facility expense incurred by the local library in serving non-residents, the county shall make an additional payment of \$249,433.
6. The County Library Board shall make payment by June 30, 2021.
7. This agreement shall be in effect from January 1, 2021 and shall continue in full force and effect until December 31, 2021 unless sooner terminated.

**LOCAL LIBRARY BOARD**

**DANE COUNTY LIBRARY BOARD**

BY:

BY:

\_\_\_\_\_  
President, Library Board

\_\_\_\_\_  
President, Library Board

BY:

BY:

\_\_\_\_\_  
Secretary, Library Board

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Director, Library Board

	Total	Payer	Description
SEC. 4	\$826,212	Dane County	Reimbursement for operation services to County residents
SEC. 5	\$249,433	Dane County	Reimbursement for facility services to County residents
TL Pymt	<b>\$1,075,645</b>	Dane County	Net payment