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

Wednesday, October 5, 2022, 6:30 p.m.
Library Community Room

Call to order

- Approval of the Regular Meeting Minutes of 9/7/22
- Review and approval of September 2022 invoices
- Public Comments
- City Council Liaison’s report
- Library Director's report
- Old Business
  1. Discussion and possible action regarding the 2023 budget
- New Business
  1. Discussion and possible action regarding the 2023 Library Hours of Operation and Planned Closures
  2. Discussion of library safety procedures
Call to order:
Hopp called the meeting to order at 6:34 pm.

Approval of Minutes:
A motion was made by Voss, seconded by Conwell to approve the Regular Meeting Minutes of 8/3/22. Motion carried.

Review and Approval of Invoices:
Updates: Refrigerator was replaced in the staff breakroom. Using fridge filter vs. bottled water, so added cost will balance in 6 months.
New lapel and handheld mics and a new projector were purchased for the community room. With inflation, bills have remained stable.
A motion was made by Conwell, seconded by Bunck to approve the August 2022 invoices. Motion carried.

Public Comments:
None

City Council Liaison Report:
Cronin gave an update on the New Century School building; City will have a short-term tenant (part of the construction team) in that building over the winter.
A proposal came before the Planning Commission and was submitted for approval for an assisted living and memory care facility near the high school with 45 units. The company has located similar facilities near schools with no issues. Traffic congestion is likely minimal and possible noise from sporting events was discussed.
COVID-19 boosters are becoming more widely available and recommended (ages 12+) for those at least 2 months past their last booster.

Library Director’s Report:
Tonja Lepien, a long-time part-time employee, has accepted the Head of Reference position. Congratulations!
Bunck suggested further discussion of implementing a Critical Incident Plan and Policy. This topic will be added to the October agenda.

Old Business:
Discussion of the 2023 budget: The board discussed the 2023 library budget including wish lists, carpet projections for this and next budget, and flat roof replacement in two areas. A lactation pod remains an area of interest. The board will review the final budget proposal in October, and the budget will go before the city in November.

New Business:
Barkart explained the process of staff additions/elimination/adjustments for new and curious board members.
Adjournment:
A motion was made by Voss, seconded by Safarik to adjourn. Motion carried.
Meeting was adjourned at 7:22 pm. Next meeting will be held on October 5th at 6:30 pm.

Library board approved:
Regular library hours, except where noted below:
Monday – Thursday: 9:00 am to 9:00 pm
Friday: 9:00 am to 6:00 pm
Saturday: 9:00 am to 4:00 pm
Sunday: 1:00 pm to 5:00 pm

The following dates are the planned closures of the library. Additional unplanned emergency closings may be necessary due to weather or other unforeseen situations.

Sunday, January 1: Closed for New Year’s holiday
Monday, January 2: Closed for New Year’s holiday
Monday, January 16: Closed for Martin Luther King Jr. Day
Friday, February 3: Closed from 9:00am - 12:00pm for staff in-service
Sunday, April 9: Closed
Friday, May 5: Closed from 9:00am - 12:00pm for staff in-service Closed for staff in-service
Sunday, May 28: Closed for Memorial Day holiday
Monday, May 29: Closed for Memorial Day holiday
Tuesday, July 4: Closed for July 4 holiday
Sunday, September 3: Closed for Labor Day holiday
Monday, September 4: Closed for Labor Day holiday
Friday, October 13: Closed for staff in-service
Wednesday, November 22: Close early at 6:00 pm
Thursday, November 23: Closed for Thanksgiving Day holiday
Friday, November 24: Closed for Thanksgiving Day holiday
Saturday, December 23: Closed for Christmas holiday
Sunday, December 24: Closed for Christmas holiday
Monday, December 25: Closed for Christmas holiday
Sunday, December 31: Closed for New Year’s holiday
Monday, January 1, 2024: Closed for New Year’s holiday

Library board approved -
I. Collection Development
Number of items added and deleted in August 2022.

<table>
<thead>
<tr>
<th>Item Type</th>
<th>Added</th>
<th>Deleted</th>
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</thead>
<tbody>
<tr>
<td>Books</td>
<td>1139</td>
<td>525</td>
</tr>
<tr>
<td>Audio</td>
<td>46</td>
<td>7</td>
</tr>
<tr>
<td>Software</td>
<td>9</td>
<td>1</td>
</tr>
<tr>
<td>Video/DVD</td>
<td>59</td>
<td>6</td>
</tr>
<tr>
<td>Other (kits, etc.)</td>
<td>3</td>
<td>0</td>
</tr>
<tr>
<td>Magazines</td>
<td>146</td>
<td>91</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>1402</strong></td>
<td><strong>630</strong></td>
</tr>
<tr>
<td><strong>YTD</strong></td>
<td><strong>8925</strong></td>
<td><strong>5637</strong></td>
</tr>
</tbody>
</table>

Tonja weeded the Large Print collection this month.

II. Circulation
August Circulation Statistics
- Self-check-outs: 38,132
- Total check-outs: 55,184
- Self-check-outs vs. desk: 87.19%
- May 2021 vs. May 2022: + 8.19%
- Check-ins: 43,095
- Library cards added: 206
- Holds placed: 13,389

III. Reference
Statistics, August 26 – September 22:
- Adult Reference Questions: 806
- Children’s Reference Questions: 535
- Directional Questions: 224
- Test Proctoring: 3 exams
- Outer Library Loans: 27 requests
- One-on-One Technology Instruction: 91
- Personal Archiving Lab Sessions: 0
- Computer Use: 477
- Meeting Room Use: 290
- Library Visits: 12,599
Social Media & Email Engagement:
- Facebook: 4,556 followers, 85 posts/events
- Twitter: 1,782 followers, 0 tweets
- Instagram: 1,369 followers, 3 posts/reels/stories
- Events Newsletter: 10,247 recipients

IV. Personnel and Staff Development
Library staff members attended a mandatory city employee anti-harassment and retaliation training offered on two dates in September.

Tonja Lepien accepted the head of reference position and started on September 19. The open part-time reference librarian position is posted for internal candidates through September 29.

Library Page Kathryn Plitt resigned her position and her last day is October 1.

Mark and Abby attended the 2022 Tech Trends seminar.

Tonja attended the webinar Librarianship and DEI webinar which focused on library professionals and paraprofessionals of color and their specific approaches to DEI in libraries and in library recruitment.

Jess attended two Wisconsin Science Week webinars: Creating Canva Images for Librarians and Future Tech Trends for 2023 and How They’ll Affect Libraries.

The library will be closed from 9:00-noon on October 14 for a staff training day. Fitchrona EMS will be conducting training on basic CPR, AED, and Narcan for library staff.

Open positions:
- Reference Librarian (part-time): position posted internally
- Administrative Assistant (part-time): open
- Library Page I: open as of Oct 2
- Library Assistant (part-time), held unfilled, position changes proposed in 2023 budget
- 2 Library Pages (part-time), held unfilled, position changes proposed in 2023 budget

V. Equipment and Physical Facilities
Lengthy internet outages on September 7 and September 20 likely affected the computer use count for this month.

The center of the library is scheduled to be re-carpeting on October 24-28. If possible, we will also try and have the new front doors installed the same week. The library may need to close for 1-2 days while this work is being done. The computer lab will not be available for some of the week, however patrons will still be able to check out laptops for in-library use.

The new “new book” display shelves are scheduled to arrive the week of October 31.

The new Envisionware self-check machine is scheduled to be installed on October 19. This unit will be located in the children’s area and it has all the same features as our current brand of self-check stations.
VI. Administration and Internal Operations
We had 18 out of about 40 regular volunteers stop by for a cream puff at our Volunteer Appreciation Day on Monday, August 29.

VII. Marketing and Public Relations
Abby created:
- 41 Facebook graphics
- 28 bookmarks/flyers/signs
- 41 slides for the TV
- 17 websliders

Katie created book displays for Books about Wisconsin; Fall into a new series and Cook like a Pro.

Jenny made a book display for Banned Book Week. It’s been very well received with a number of positive patron comments and patrons taking pictures of the display.

VIII. System and Interagency Cooperation
Ronda attended the SCLS Circulation Services Subcommittee. Discussion included, review of extending hold expiration dates and lost item workflow.

IX. Fundraising
Nothing to report

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 2366.

Summer Reading Program
1844 kids registered for the summer reading program this year. That number is up slightly from the 1755 participants in 2021 but not back to the pre-pandemic levels. In 2019, we had 2927 children participate.
Participants, ages 0 – 5: 510
Participants, ages 5 – 11: 1324
Minutes read: 1,894,069
Gift Card with the most adult entries: Kismet Books
Prize with the most teen entries: Beats Buds
Prize with the most school-age entries: $50 Save the Manatee Donation plus Squishmallow Manatee
Prize with the most pre-reader entries: Madison Children's Museum Family Membership for Four
Participants ages 0 - 18 who earned a badge for sending a caring message to someone: 1392

Music & Movement Story Time
Tuesday, September 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: 29
**Pokemon Club**
Thursday, September 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: 22

**Virtual The Day the Crayons Quit Story Time**
Tuesday, September 13, 9:30 am
Enjoy stories, songs, and activities about The Day the Crayons Quit by Drew Daywalt!
Attendees: 21 one-minute views

**Toddler Art and Play**
Tuesday, September 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: 75

**Family Art**
Thursday, September 22, 4 – 5 pm
Kids and their caregivers can get creative together with a different art project each month. In September we will create portraits using oil pastels. Oil pastels are permanent so dress appropriately. Geared towards ages 6-9 with their adult. Adults can attend with more than one child, but children cannot attend alone.
Attendees: 20

**Child Development Story Time: Apples**
Friday, September 23, 9:30 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: 31

**Water Filter Activities**
Saturday, September 24, 2:00 -3:00 pm
What's really in your water? Learn about water resources in our area and do fun STEM activities about water quality and filtration. Presented by AECOM, the City Engineer for the City of Verona. Ages 7 - 10.
Attendees: 20

**Early Reader Book Club**
Tuesday, September 27, 4:00 – 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.
Attendees: 13
Upcoming Kids’ Events

**Fall Story Times**

**Indoor Story Time**
September 6 – October 13, in the library community room. (Registration required)
Baby Story Time: Fridays at 10:30 am
Toddler Story Time: Mondays and Wednesdays at 9:30 am
Preschool Story Time: Mondays and Wednesdays at 10:30 am

**Sensory Story Time**, Thursdays at 9:30 am, starting September 22.
Build communication & friendship skills in a supportive environment. Story time features a visual schedule, yoga, and more. For ages 3-5. (No registration required)

**Outdoor Story Time**
Thursdays at 10:30 am (No registration required)

**Minecraft Club**
Thursday, September 29, 4:00 – 5:00 pm
Build in Minecraft based on a new theme each session! Ages 6 - 11. Please note that while it is possible to play on a public server at Minecraft Club, library staff recommend players create their own world to play in on their devices to maximize online safety.

**Music & Movement Story Time**
Tuesday, October 4, 10:30 am
Join us for singing, dancing, instruments, and stories in this active story time for children and their caregivers. Ages 1-5.

**Family Fort Night**
Tuesday, October 11, 6:30 – 8:00 pm
Come set up a fort in the children's area and crawl in for an evening of reading together. Some sheets and clips will be provided. You are welcome to bring your own sheets or lightweight blankets for building your fort.

**Pokemon Club**
Thursday, October 13, 4:00 – 5:00 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.

**Toddler Art and Play**
Tuesday, October 18, 10:00 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.
Early Reader Book Club
Tuesday, October 18, 4:00 – 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.

Child Development Story Time: Dinosaurs
Wednesday, October 19, 9:30 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!

Family Art
Thursday, October 20, 4:00 – 5:00 pm
Kids and their caregivers can get creative together with a different art project each month. In September we will create portraits using oil pastels. Oil pastels are permanent so dress appropriately. Geared towards ages 6-9 with their adult. Adults can attend with more than one child, but children cannot attend alone. Masks are encouraged.

Costume Dance Party
Monday, October 31, 10:00 – 10:45 am
Wear a costume and boogie to kid-friendly tunes. Geared to ages 0 – 5.

Teen Events:
Teen Summer Reading Program
Participants: 262
Activities completed: 3,766
Minutes read: 322,514
Badges earned: 3,090

Crafty Tuesday
Tuesday, August 23, 2 pm
Teens made glass gem magnets out of recycled books and comics.
Attendees: 43

Teen Gaming
Wednesday, August 10, 3 – 4 pm
Teens faced off on the Nintendo Switch together and played board games.
Attendees: 2

Crafty Tuesday
Tuesday, September 13, 4 pm
Teens made mini Japanese Zen gardens from containers, sand, rocks, and dried moss.
Attendees: 22

Upcoming Teen Events:
Creating a Sense of Belonging through Slam
Tuesday, October 4, 6:00 – 7:30 pm
In this workshop, Charles Payne, educator and a self-taught spoken word artist, will challenge you to think, write, and share experiences that contributed to your sense of belonging. (For teens and adults.)
Anime & Manga Club
Wednesday, October 5, 4:15 – 5:15 pm
Teens interested in Japanese animation and Manga meet to watch, play games, and eat!

Crafty Tuesday
Tuesday, October 11, 4:00 pm
Stop by Teen Central for DIY projects. Create throughout the week, as supplies last.

Teen Gaming
Wednesday, October 12, 4:15 – 5:15 pm
Snack and play board games, face off on the Nintendo Switch or SNES, or bring your own device.

Teen SFX Tutorial: Blood, Wounds, and Scars
Monday, October 17, 4:15 – 5:00 pm
Join us in practicing some gruesome special effects makeup made from simple household materials.

Happy Autumn Paint-Along
Monday, October 17, 7:00 – 8:30 pm
Relax and paint a fall landscape along with a how-to video! Accidents on canvas are just possibilities!

Adult Classes & Events:
Adult Summer Reading Program
Participants: 360

Distance Learning English Classes for Adults
Beginner Level, Monday, September 12, Attendees: 5
Intermediate Level, Tuesday, September 13, Attendees: 7

Senior Case Management Outreach
Monday, September 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: 2

Introduction to the Art of Bonsai
Tuesday, September 13, 6:00-8:00 pm
Members of the Madison-WI based Badger Bonsai Society provided a greater appreciation of bonsai and how easily you can get started in this hobby.
Attendees: 21

Library Yarn Club
Wednesday, September 14
Fiber art enthusiasts joined together to learn new techniques, exchange ideas, or find inspiration for their next project.
Attendees: 7
Basic Sourdough: Starter Creation, Maintenance, and Demonstration
Tuesday, September 20, 6:30-7:30 pm
Anna Holland, baker and owner of Double Dutch Sourdough walked us through basic sourdough methods including creating and maintaining a sourdough starter. Everyone left with practical knowledge about creating a great sourdough loaf of bread, how to troubleshoot potential pitfalls and their own jar of mature sourdough starter to use at home.
Attendees: 18

Meet the Artist Simona Aizicovici
Saturday, September 24, Drop-in 10:00-12:00 pm
Meet artist Simona Aizicovici and view her Pressed Flower Art Exhibition on display September 21 - October 17.
Attendees: 40

Upcoming Adult Classes & Events
Distance Learning English Classes for Adults
Mondays 6:00 - 8:00 pm, Beginner, Beginner, September 12 - December 5
Tuesdays 6:00 - 8:00 pm, Intermediate, Intermediate, September 13 - December 6, 2022
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.

Library Yarn Club
Wednesday, September 28, drop-in 4:30 - 6:00 pm
If you enjoy knitting, crochet, embroidery, or another needlecraft, join us and meet up with other fiber art enthusiasts, learn new techniques, exchange ideas, or find inspiration for your next project.

Exploring Wisconsin’s Crown Jewel: The Ice Age National Scenic Trail
Wednesday, September 28, 6:30 -7:30 pm
As the Ice Age Trail Alliance kicks off the 3rd Annual Mammoth Hike Challenge during the month of October join, Dane County Chapter Volunteer, Mark Graczykowski, for an introductory presentation to the Ice Age National Scenic Trail.

Creating a Sense of Belonging Through Slam
Tuesday, October 4, 6:00 - 7:30 pm
Good stories foster empathy and help people see the world through different perspectives. In this workshop, Charles Payne, educator and a self-taught spoken word artist, will challenge you to think, write, and share experiences that contributed to your sense of belonging. Sponsored by Beyond the Page, Madison Community Foundation and National Humanities Council.

Rain Barrel and Yard Care Basics
Thursday, October 6, 6:30 - 7:30 pm
Join AECOM, Verona’s City Engineering Consultant, and learn tips and tricks for proper rain barrel installation, maintenance and the $30 reimbursement provided by Dane County and the additional $30 rebate provided by the Verona's Stormwater Utility for City of Verona residents as well as yard care strategies for maintaining a healthy yard including turf lawns, downspout gardens, and rain gardens.
Senior Case Management Outreach
Monday, October 10, Drop in between 1:00 – 2:00 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.

Library Yarn Club
Wednesday, October 12 & 26, 4:30 - 6:00 pm
If you enjoy knitting, crochet, embroidery, or another needlecraft, join us and meet up with other fiber art enthusiasts, learn new techniques, exchange ideas, or find inspiration for your next project.

Beginner Watercolor: Fall Wreath
Monday, October 17, 6:00 – 7:30 pm
Learn how to paint a fall wreath using watercolors. Madison artist, Emily Marie, will guide you through first tracing your wreath on watercolor paper and then painting it step-by-step. All supplies will be provided and no experience is necessary. Registration required. Class size limited to 12 adult participants.

How to Reduce Your Risk for Dementia
Tuesday, October 18, 6:30 - 7:30 pm
Are you worried about cognitive issues as you age? Join Drake Deno, case manager at the Verona Senior Center, as he teaches us how to safeguard ourselves from these terrible diseases.

Sock Knit Along
Wednesdays, October 19, November 2, 16, 30, December 7, 4:30-6:00 pm
Calling all knitters. Over a series of five meetings, we will knit Kate Atherley's Basic Ribbed Sock pattern, a traditional top-down sock, with a flap and gusset heel. Don't worry: Even if you're new to knitting, if you're comfortable both knitting and purling, and can cast on, then you can knit socks! Are you a sock-knitting veteran? Come share your skills with others. Working through the pattern together, we will create a fun and supportive environment for all.

Exhibits
Pressed Flower Art Exhibition by Simona Aizicovici
September 21 – October 17
“My love for nature is reflected in my art. My pictures are not painted with watercolor or oil but with pressed flowers, grasses, and leaves, as well as with things that, at first glance, might not symbolize beauty: peels from fruits or vegetables, bark, fluff, straw, weeds, moss, or roots. I choose them to best represent what I want. In a way, I give them a new life as part of a beautiful picture, in which they can achieve perfect harmony. Using these miracles of nature I can artistically express my feelings and create paintings that represent my ideas.”

We Will Always Be Here: Wisconsin’s LGBTQ+ Historymakers – Traveling Display
November 2 – 29
*We Will Always Be Here: Wisconsin’s LGBTQ+ Historymakers* explores the stories of Wisconsin’s LGBTQ+ history makers through profiles of eight individuals across a wide spectrum of identities who have helped to empower others to make a positive change in the world. Meet some of our LGBTQ+ visionaries, change makers, and storytellers in the new traveling display featuring artwork by nipinet landsem.
Outreach Events

Outreach story times:
Total daycare story time presentations: 5

Stoner Prairie Back to School Night
Tuesday, August 30, 4:30–6:30 pm
Marissa and Mia did library card sign ups and brought a pencil craft to back to school night.
Attendees: 33

Senior Center Book Group
Wednesday, September 14, 10:00–11:00 am
The group discussed *Clap When You Land* by Elizabeth Acevedo.
Attendees: 10

Noel Manor Book Group
Friday, September 16, 10:30–11:30 am
The group met to discuss *Circling the Sun* by Paula McLain.
Attendees: 6

Books ’n Booze at Wisconsin Brewing Company
Thursday, September 22, 6:00–7:00 pm
The group met at Wisconsin Brewing Company to discuss *Mexican Gothic* by Silvia Moreno-Garcia.
Attendees: 6

Upcoming Outreach Events

Four Winds Book Group
Tuesday, September 27, 10:00–11:00 am
The residents will meet to discuss *The Horsewoman* by James Patterson and Mike Lupica.

Prairie Oaks Book Group
Thursday, September 29, 1:00–2:00 pm
The group will be reading *The Lost Apothecary* by Sarah Penner.

Verona Fall Fest
Friday, September 30, 4:00–8:00 pm
Maureen and Marissa will be bringing an autumn-themed craft to the annual Verona Fall Fest.

YMCA After School Program at Stoner Prairie
Tuesday, October 4, 4:15–4:45 pm
Crafts and stories at the afterschool program at Stoner Prairie.

Senior Center Book Group
Wednesday, October 12, 10:00–11:00 am
The group will be reading *Sunflower Sisters* by Martha Hall Kelly.

Books ’n Booze
Thursday, October 27, 6:00–7:00 pm
The group will be discussing *The Lost Man* by Jane Harper.