

AGENDA

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

**Wednesday, November 2, 2022, 6:30 p.m.
Library Conference Room**

Call to order

- Approval of the Regular Meeting Minutes of 10/5/22
- Review and approval of October 2022 invoices
- Public Comments
- City Council Liaison's report
- Library Director's report
- Old Business
 1. Discussion and possible action regarding the 2023 Library Hours of Operation and Planned Closures
 2. Discussion of 2023 budget
- New Business
 1. Discussion and possible action regarding the 2023 Dane County Library Service agreement
 2. Discussion and possible action regarding the Administrative Assistant job description
 3. Discussion of timeline for policy reviews

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

Wednesday, October 5, 2022, 6:30 p.m.

Present: Bunck, Burkart, Conwell, Cronin, Hopp, Safarik, Spencer, Voss

Absent: none

Call to order:

Hopp called the meeting to order at 6:30 pm.

Approval of Minutes:

A motion was made by Voss, seconded by Bunck to approve the Regular Meeting Minutes of 9/7/22. Motion carried.

Review and Approval of Invoices:

Envisionware is in the building and will be installed on October 19th.

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

Public Comments:

None

City Council Liaison Report:

Cronin reports that Trick or Treat has been officially declared for Monday, October 31st 5-8pm.

Early voting hours have been posted at City Hall and Library

City Hall:

Tuesday, October 25th – Friday, October 28th, 7:30am-4:30pm

Monday, October 31st – Thursday, November 3rd, 7:30am-6:00pm

Friday, November 4th, 7:30am – 5:00pm

Library:

Wednesday, October 26th, 3:00pm-6:00pm

Saturday, October 29th, 9:00am – 1:00pm

Sunday, October 30th, 1:00pm – 5:00pm

Wednesday, November 2nd, 3:00pm – 6:00pm

Free E-Waste Day w/proof of residency: Sat October 22nd 8a-3p @ Public Works building

Prescription Drug Take-back at Verona Police Department (111 Lincoln St): Sat October 29th 9a-2p (see VPD for instructions on what is/is not accepted)

2023 Budget Presentation: Wednesday 11/2/22 @ 5:30p in Council Chambers @ City Hall

Library Director's Report:

New carpet & front doors updates

Mon 10/24 install doors & tear out carpet

Possible close M-T 10/24-25

New bookshelves arrive the following week.

Old Business:

Discussion of the 2023 budget

This budget is the same that we saw from last month's meeting.

Library Director brought attention to a budget change that will have an impact on the 2024 budget.

Confirmed that VPL will retire its debit 2025

A motion was made by Safarik, seconded by Conwell to approve Library Proposed 2023 Budget. Motion carried.

New Business:

Possible action regarding the 2023 Library Hours of Operation & Planned Closures.

Cronin commented that it's likely that City of Verona will approve Juneteenth as a city holiday.

Possible discussion of reducing to 8pm closure.

Background: Jan 2022, returned to previous normal hours, 9am-9pm.

Many other libraries are closing at 8pm.

Library Director confirmed that the library is very quiet between 8 and 9pm, with preliminary data.

Library Director will track 8-9pm M-Th in Oct and morning hours on Saturdays and report back at Nov meeting.

Bunck suggests communicating w/scouts, Friends of Library and other groups to solicit their opinions.

Calendar/Closures

Clarification that July 4th calendar is accurate

No concerns re. calendar/closures

Hopp moved to approve limited holidays and dates of operation for 2023. Conwell moves, Voss seconds. Motion carried.

Discussion of Library Safety Procedures – Library Director explained training, for tornado, fire, active shooter
EMS visits regularly for First Aid/CPR, Narcan; Staff required (pages invited, not required)

Laminated cards with key and instructions for all disasters @ all locations.

Active shooter w/VPD (based on Run, Hide, Fight model) - Half-day training 3 years ago with 2023 re-training possibility in VPD Active Shooter Training.

Ted Bunck announced that due to health precautions, tonight will be his last meeting. We wish him good health and thank him for his service.

Adjournment:

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

Meeting was adjourned at 7:27 pm. Next meeting will be held on November 2nd at 6:30 pm.

Library board approved:

VERONA PUBLIC LIBRARY
DIRECTOR'S REPORT
October 2022

I. Collection Development

Number of items added and deleted in September 2022.

Item Type	Added	Deleted
Books	764	459
Audio	12	17
Software	11	2
Video/DVD	97	45
Other (kits, etc.)	3	1
Magazines	111	24
TOTAL	998	548
YTD	9923	6185

II. Circulation

August Circulation Statistics

Self-check-outs	27,561
Total check-outs	45,066
Self-check-outs vs. desk	80.58%
May 2021 vs. May 2022	+ 5.06%
Check-ins	35,168
Library cards added	141
Holds placed	12,506

III. Reference

Statistics, September 23 – October 20:

Adult Reference Questions:	840
Children's Reference Questions:	573
Directional Questions:	201
Test Proctoring:	7 exams
Outer Library Loans:	29 requests
One-on-One Technology Instruction:	72
Personal Archiving Lab Sessions:	0
Computer Use:	505
Meeting Room Use:	377
Library Visits:	13,719

Social Media & Email Engagement:

Facebook:	4,592 followers, 49 posts/events
Twitter:	1,781 followers
Instagram:	1,374 followers, 4 posts/reels/stories
Events Newsletter:	10,239 recipients

IV. Personnel and Staff Development

Maureen Hilquist was hired for the open part-time reference librarian position and her first day in her new role was October 17.

Library staff participated in basic CPR, AED, and Narcan training provided by Fitchrona EMS as part of the staff in-service on October 14. This is a training we normally repeat every two years as a staff.

Library staff participated in an online “Preventing Phishing” training required by the city.

Tonja participated in the Southwest Regional Equity Group meeting on October 18 and the BIPOC Affinity group meeting on October 20.

Jess attended a webinar called “Updating Your Collection: Selecting and Deselecting Materials with Native Content” and recommended the recording to youth services staff.

Tonja attended the webinar “Practicing Inclusion: Welcoming Transgender Customers and Colleagues” and the webinar “Inclusive Communication: An Introduction to the Vocabulary of the Disability Community.”

Jess, Amy and Marissa attended the Charlotte Zolotow lecture featuring author Grace Lin and Alvina Ling.

Open positions:

Administrative Assistant (part-time): open

Library Page I: open

[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

The new Envisionware self-check machine was 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.

New front doors were installed on October 24 and new carpeting was installed in the center of the library October 24-28. The library was closed for two days, October 24 & 25 while this work was completed.

The new “new book” display shelves are scheduled to arrive November 3.

VI. Administration and Internal Operations

Stacey and the management team reviewed the Administrative Assistant job description and have come up with changes to recommend to the library board.

VII. Marketing and Public Relations

Abby created:

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

Katie made book displays on the themes of Spooky Reads and National Hispanic Heritage Month.

Mark wrote a Community Voices column for the Verona Press. It was published on October 6.

VIII. System and Interagency Cooperation

Ronda attended the SCLS Self-check/RFID User Group on Tuesday, October 18, 2022.

This user group is for library staff who are involved with Self-check, RFID, and/or sorters, or who are interested in using these in their libraries. They reviewed the existing Bibliotheca support plan and the new Envisionware support plan. This was followed by a time for library staff to talk about current issues, best practice procedures, new training needs, new report needs, discussing Bibliovention bug fixes and potential development, and to share workflows.

Trudy attended the Verona Area Chamber of Commerce grand opening for Icki Sticki, ambassador meeting, and networking lunch.

IX. Fundraising

Nothing to report

X. Events, Programs and Exhibits

Kid's Events and Programs:

1000 Books before Kindergarten

12 kids were registered this month, bringing the total number of registrants to 2378.

Story Time

September 6 – October 13

Baby Story Time: 5 story times, attendees: 140, average: 28

Toddler Story Time: 11 story times, attendees: 360, average: 33

Preschool Story Time: 11 story times, attendees: 291, average: 26

Total: 27 story times, 791 attendees

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.

September 22, attendees: 6

September 29, attendees: 8

October 6, attendees: 15

October 13, attendees: 19

Outdoor Story Time, Thursdays at 10:30 am

September 6 – October 13. We never had to cancel for rain this fall either!

September 8, attendees: 89

September 15, attendees: 63

September 22, attendees: 72

September 29, attendees: 69

October 6, attendees: 77

October 13, attendees: 64

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

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.

Attendees: 22

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.

Attendees: 30

Virtual Gabby's Dollhouse Story Time

Tuesday, October 11, 10:30 am

Enjoy stories, songs, and activities about the show Gabby's Dollhouse!

One-minute views: 16

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 blankets for building your fort.

Attendees: 11

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.

Attendees: 33

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.

Attendees: 75

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.

Attendees: 6

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!

Attendees: 26

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.

Attendees: 18

Upcoming Kids' Events

Late Fall Story Times

Story Time

November 14 – December 15, 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)

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.

Music & Movement Story Time

Tuesday, November 1, 10:30 am

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

Pokemon Club

Thursday, November 10, 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, November 15, 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, November 15, 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.

Family Art

Thursday, November 17, 4:00 – 5:00 pm

Kids and their caregivers can get creative together with a different art project each month. This month we will create portraits using oil pastels. Geared towards ages 6-9 with their adult.

Babywearing Basics

Sunday, November 20, 1:30 – 2:15 pm

Join us as we simplify babywearing so you're confident and comfortable using this beneficial tool with your little ones. This class is designed for expecting parents, parents or caregivers wanting to babywear. Presented by Lindsay Williamson, pediatric occupational therapist and founder of Root to Raise.

Lego Party

Monday, November 21, 4:00 – 5:00 pm

Join fellow Lego fanatics for a Lego celebration with building challenges and snacks. Lego bricks will be provided for use during the event. Ages 6-11.

Thanksgiving Story Time

Monday, November 21, 6:30 pm

Stories, songs and a craft about Thanksgiving. Geared to ages 2 - 5. Please note that toddler and preschool story time this week will also be about Thanksgiving.

Young and the Restless

Tuesday, November 22, 10:00 – 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.

Favorite Books and Bites: School of Good and Evil

Monday, November 28, 4:00 – 5:00 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:

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!

Attendees: 5

Crafty Tuesday

Tuesday, October 11, 4:00 pm

Teens made tissue paper luminaries.

Attendees: 33

German Exchange Student Visit

Wednesday, October 12, 1:00 – 2:00 pm

A group of German exchange students experienced an escape room and explored the library via a group game involving clues, iSpy challenges, and locked boxes.

Attendees: 18

Teen Gaming

Wednesday, October 12, 3:00 – 4:00 pm

Teens faced off on the Nintendo Switch together and played board games.

Attendees: 1

Teen SFX Tutorial: Blood, Wounds, and Scars

Monday, October 17, 4:15 – 5:00 pm

A teen learned how to create scars and wounds from common household supplies!

Attendees: 1

Happy Autumn Paint-Along

Monday, October 19, 7:00 – 8:30 pm

Teens painted a fall landscape while following along with a how-to video.

Attendees: 4

Upcoming Teen Events:

Crafty Tuesday

Tuesday, November 8, 4:00 pm

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

Cupcakes and Queer Eye

Tuesday, November 15, 7:00 – 8:00 pm

Decorate cupcakes, make happy rocks, and create friendship bracelets while watching Queer Eye with other teens!

Anime & Manga Club

Wednesday, November 16, 4:15 – 5:15 pm

Teens interested in Japanese animation and Manga meet to watch, play games, and eat!

Adult Classes & Events:

Meet the Artist Simona Aizicovici

Saturday, September 24, 10:00 - 12:00 pm

Artist, Simona Aizicovici answered questions and discussed her artwork.

Attendees: 40

Distance Learning English Classes for Adults

Beginner Level

September 19, Attendees: 6

September 26, Attendees: 6

October 3, Attendees: 5

October 10, Attendees: 9

Intermediate Level

September 20, Attendees: 6

September 27, Attendees: 6

October 4, Attendees: 7

October 11, Attendees: 11

Library Yarn Club

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

September 28, Attendees: 9

October 12, Attendees: 7

Exploring Wisconsin's Crown Jewel: The Ice Age National Scenic Trail

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

Dane County Chapter Volunteer, Mark Graczykowski, presented an introductory program to the Ice Age National Scenic Trail and highlighted some of the best hikes both in Dane County and across Wisconsin.

Attendees: 52

Creating a Sense of Belonging Through Slam

Tuesday, October 4, 6:00 - 7:30 pm

Charles Payne, educator and a self-taught spoken word artist, challenged attendees to think, write, and share experiences that contributed to their sense of belonging.

Attendees: 4

Rain Barrel and Yard Care Basics

Thursday, October 6, 6:30 - 7:30 pm

AECOM, Verona's City Engineering Consultant, provided tips for proper rain barrel installation and maintenance. They also discussed the \$30 reimbursement provided by Dane County and the additional \$30 rebate provided by the Verona's Stormwater Utility for City of Verona residents.

Attendees: 7

Senior Case Management Outreach

Monday, October 10, 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

Beginner Watercolor: Fall Wreath

Monday, October 17, 6:00 – 7:30 pm

Madison artist, Emily Marie, guided participants through painting step-by-step a wreath on watercolor paper.

Attendees: 8

How to Reduce Your Risk for Dementia

Tuesday, October 18, 6:30 - 7:30 pm

Drake Deno, case manager at the Verona Senior Center, shared how to safeguard ourselves from dementia.

Attendees: 7

Sock Knit Along

Wednesday, October 19, 4:30 - 6:00 pm

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

Attendees: 10

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.

Sock Knit Along

Wednesdays, 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.

Library Yarn Club

Wednesday, October 26, 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.

Beginner Watercolor: Fall Landscape

Tuesday, November 1, 6:00 – 7:30 pm

Learn how to paint a fall landscape using watercolors. Madison artist, Emily Marie, will guide you in painting this scene step-by-step. All supplies will be provided and no experience is necessary. Registration required. Class size limited to 12 adult participants.

Understand & Maintain Your Furnace

Wednesday, November 2, 6:30 - 7:30 pm

Maintaining a furnace is an important part of taking care of your home. Join Project Home staff to learn what you can do to help maintain your heating system and what to ask when a heating professional services your furnace. There will be a training furnace on hand to review the components of a forced air furnace. Sponsored by State Bank of Cross Plains.

Pakistani Cooking Class

Thursday, November 10, 6:00 - 7:00 pm

Join Huma Siddiqui, cookbook author and founder of White Jasmine, for a cooking demonstration featuring aloo paratha and chicken curry. 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.

Senior Case Management Outreach

Monday, November 14, 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.

DIY Card Making Class

Monday, November 14, 6:00 - 7:30 pm

Let someone know you are thinking of them with a handmade card. Stampin'UP! Demonstrator Jamie Statz-Paynter will provide materials and instructions to make three personalized professional-quality cards of your own. Registration required. Class size limited to 20 participants.

Exhibits

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: 8

Prairie Oaks Book Group

Thursday, September 29, 1:00–2:00 pm

The group read *The Lost Apothecary* by Sarah Penner.

Attendees: 6

Verona Fall Fest

Friday, September 30, 4:00–8:00 pm

Maureen and Marissa brought an autumn-themed craft to the annual Verona Fall Fest.

Attendees: 198

Four Winds Book Group

Tuesday, October 4 and October 18, 10:00–11:00 am

The residents discussed *The Horsewoman* by James Patterson and Mike Lupica and *Circling the Sun* by Paula McClain.

Attendees: 5, 7

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.

Attendees: 15

Senior Center Book Group

Wednesday, October 12, 10:00–11:00 am

The group discussed *Sunflower Sisters* by Martha Hall Kelly.

Attendees: 10

BPNN Community Meal

Saturday, October 15, 11:00 am–12:30 pm

Maureen and Marissa brought crafts and books to give away at BPNN's Community Meal.

Attendees: 27

Upcoming Outreach Events**Noel Manor Book Group**

Friday, October 21, 10:30–11:30 am

The group will meet to discuss *We Begin at the End* by Chris Whitaker.

Prairie Oaks Book Group

Thursday, October 27, 1:00–2:00 pm

The group will be reading *Run, Rose, Run* by James Patterson and Dolly Parton.

Books 'n Booze

Thursday, October 27, 6:00–7:00 pm

The group will be discussing *The Lost Man* by Jane Harper.

Main Street Trick-or-Treat

Monday, October 31, 3:00–5:00 pm

The library will be bringing candy and stickers to give out at this annual event.

YMCA After School Program at Stoner Prairie

Tuesday, November 1, 4:15–4:45 pm

Crafts and stories at the afterschool program at Stoner Prairie.

Verona Area Kids Expo

Saturday, November 5, 9:00 am–2:00 pm

The library will have a booth with books and a craft project at this annual event hosted by the school district.

Senior Center Book Group

Wednesday, November 9, 10:00–11:00 am

The group will be reading *How the Word is Passed* by Clint Smith.

Four Winds Book Group

Tuesday, November 22, 10:00–11:00 am

The residents will meet to discuss *The Book Woman's Daughter* by Kim Michele Richardson.

2023 Library Hours of Operation and Planned Closures

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 -

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 28, 2023 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 **\$829,681.00**. This sum represents
 - a. The net payment due after averaging use and cost data from 2017, 2018 and 2019: \$193,076.00
 - b. Subtraction of Central Service Costs: \$35,854.00
 - i. *Administrative: \$6,185.00*
 - ii. *Delivery: \$10,299.00*
 - iii. *Outreach: \$19,370.00*
 - c. Cross-municipal usage adjustment: \$672,460.00.

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, 2023.
7. This agreement shall be in effect from January 1, 2023 and shall continue in full force and effect until December 31, 2023 unless sooner terminated.

LOCAL LIBRARY BOARD

DANE COUNTY LIBRARY BOARD

BY:

BY:

President, Library Board

Lee Davis
President, Library Board

BY:

BY:

Secretary, Library Board

Tracy Harold
Director

	Total	Payer	Description
SEC. 4	\$829,681	Dane County	Reimbursement for operation services to County residents
SEC. 5	\$249,433	Dane County	Reimbursement for facility services to County residents
TL Pymt	\$1,079,114	Dane County	Net payment

Administrative Assistant Job Description Verona Public Library

Typical Responsibilities of Position

Under immediate supervision of the Library Director and general supervision of library management personnel, performing clerical, supportive, and basic administrative duties.

Duties/Examples of Work

1. Mails overdue notices to library patrons.
2. Reconciles and tracks missing library materials from the hold shelf.
3. Sends and tracks library material payments belonging to other libraries and tracks incoming payments from other libraries.
4. Responds to other South Central Library System libraries regarding problem items.
5. Reconciles the daily holds queue report (pick list).
6. Schedules regular building and equipment maintenance per the Director's approval.
7. Issues bills to patrons with fines and fees.
8. Mails holds notices and records, corrects bounced email notices and returned mail, and flags patron accounts for address updates.
9. Goes to City Hall and other City departments as needed to deliver and pick up paperwork.
10. Delivers weekly deposit of library funds acquired through fines, fees, donations to City Hall.
11. Creates reports using Microsoft Excel spreadsheets.
12. Takes and distributes minutes of internal Team and All Staff meetings.
13. Repairs and mends damaged library books.
14. Orders janitorial supplies.
15. Opens and sorts mail.
16. Updates employee handbook.
17. Performs other duties as assigned.

Knowledge and Abilities

1. Ability to use computer software and manage computer technology including but not limited to word processing, spread sheets, and databases.
2. Possess outstanding written and verbal communication skills.
3. Ability to maintain confidentiality of library patron information.
4. Ability to follow detailed instructions.
5. Ability to maintain a regular work schedule.
6. Ability to operate library business machines properly.
7. Ability to provide inclusive and equitable services to diverse populations.
8. Ability to understand library policies and procedures and apply them to library operations.
9. Ability to work independently, organize and prioritize work, respond to varied/changing work demands and make decisions as required.
10. Possess outstanding interpersonal skills and the ability to maintain and foster cooperative and professional working relationship with peers and supervisors.
11. Ability to identify areas for improved service and recommend changes.
12. Willingness to maintain skills in above-mentioned areas by being receptive to coaching and through active participation in appropriate continuing education activities and opportunities.
13. Excellent knowledge of English grammar and spelling.

Physical Demands of the Position

1. Keyboarding, writing, filing.
2. Near vision needed to read faded type, font size 12 or smaller on item labels, regular reading on computer monitors.
3. Use of telephone.

Mental Demands of the Position

1. Ability to stay organized and prioritize tasks.
2. Ability to comprehend and follow verbal and written instructions from supervisors.
3. Ability to effectively communicate ideas and information both in written and verbal form.
4. Ability to deal with abstract and concrete variables.
5. Ability to interpret technical regulations, procedures, and instructions.
6. Ability to set priorities in order to meet assignment deadlines.
7. Ability to adapt and work effectively in a dynamic environment.

Environmental/Working Conditions

The environment is a busy public library whose patrons represent a socially, culturally, and economically diverse community. Work takes place in an indoor environment with moderate noise levels. Position may require daytime, evening, and weekend hours.

Equipment Used

Computer, copy machine, fax machine, scanner, library automation system, telephone, book truck, postal meter, and stepstool.

Education and Experience

1. At least two years of study at an accredited college, university or technical school.
2. Keyboarding and general office experience.
3. Previous library experience is preferred.

The City of Verona is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

Library Board Approved April 1, 2015.
Revised, Library Board Approved August 3, 2016

Administrative Assistant Job Description Verona Public Library

Typical Responsibilities of Position

Under immediate supervision of the Library Director and general supervision of library management personnel, performing clerical, supportive, and basic administrative duties.

Duties/Examples of Work

- ~~1. Processes approved bills, then forwards to City Finance Department for payment. Updates budget spreadsheet with approved bills and reconciles with City reports.~~
- ~~2. Processes approved time cards to payroll spreadsheet. Maintains internal time off and salary vs. budget databases.~~
1. Mails overdue notices to library patrons.
2. Reconciles and tracks missing library materials from the hold shelf.
3. Sends and tracks library material payments belonging to other libraries and tracks incoming payments from other libraries.
4. Responds to other South Central Library System libraries regarding problem items.
5. Reconciles the daily holds queue report (pick list).
- ~~6. 3. Schedules regular impromptu building and equipment maintenance per the Director's approval.~~
- ~~4. Directs repair or service contractor to the specific areas of the building that need addressing. Answers or attains answers to service questions.~~
7. Issues bills to patrons with fines and fees.
8. Mails holds notices and records, corrects bounced email notices and returned mail, and flags patron accounts for address updates.
9. Goes to City Hall and other City departments as needed to deliver and pick up paperwork.
10. Delivers weekly deposit of library funds acquired through fines, fees, donations to City Hall.
- ~~11. 11. Creates reports using Microsoft Excel spreadsheets.~~
12. Takes and distributes minutes of internal Team and All Staff meetings.
13. Repairs and mends damaged library books.
14. Orders janitorial supplies.
- ~~10. Coordinates library volunteers. Arranges dates, times, regularity and availability with volunteers and matches them with volunteer tasks. Organizes and hosts annual volunteer appreciation event.~~
- ~~11. Assists in fundraising efforts by writing and sending personalized letters and thank you notes for donations.~~
- ~~12. Maintains donor database and records gifts received.~~
- ~~13. Writes and sends invitations for major events, exhibits, programs, and receptions.~~
15. Opens and sorts mail.
- ~~15. Prepares and posts signs for planned library closures and staff events.~~
16. 16. Updates employee handbook.
- ~~17. 17. Performs other duties as assigned.~~

Knowledge and Abilities

1. Ability to use computer software and manage computer technology including but not limited to word processing, spread sheets, and databases.
2. Possess outstanding written and verbal communication skills.
3. Ability to maintain confidentiality of library patron information.
4. Ability to follow detailed instructions.
5. Ability to maintain a regular work schedule.
- ~~1. Ability to gather statistics, analyze information and write reports.~~
6. Ability to operate library business machines properly.
7. Ability to provide inclusive and equitable services to diverse populations.

- ~~7-8.~~ Ability to understand library policies and procedures and apply them to library operations.
- ~~8-9.~~ Ability to work independently, organize and prioritize work, respond to varied/changing work demands and make decisions as required.
- ~~9-10.~~ Possess outstanding interpersonal skills and the ability to maintain and foster cooperative and professional working relationship with peers and supervisors.
- ~~10-11.~~ Ability to identify areas for improved service and recommend changes.
- ~~11-12.~~ Willingness to maintain skills in above-mentioned areas by being receptive to coaching and through active participation in appropriate continuing education activities and opportunities.
- ~~12-13.~~ Excellent knowledge of English grammar and spelling. ~~Spanish language fluency is a plus.~~

Physical Demands of the Position

- ~~1. Bending/twisting and reaching.~~
- ~~2. Fingering: keyboarding, writing, filing, sorting, shelving and processing.~~
- ~~3. Lifting and carrying: 25 pounds or less.~~
- ~~4. Pushing and pulling: objects weighing 300-400 pounds on wheels.~~
- ~~5. Sitting, standing, walking, stooping, kneeling and crouching.~~
- ~~6. Reaching down to the ground and up to 80 inches in height with the aid of a footstool.~~
- ~~7. Near vision: Reading faded type, font size 12 or smaller on item labels.~~
- ~~8. Far vision: Observing patrons in need of assistance from a distance of 20 feet or further.~~
- ~~1. Keyboarding, writing, filing.~~
- ~~2. Near vision needed to read faded type, font size 12 or smaller on item labels, regular reading on computer monitors.~~
- ~~9-3. Use of telephone. Occasional travel to meetings outside the library.~~

Mental Demands of the Position

- 1. Ability to stay organized and prioritize tasks.
- ~~2. Ability to comprehend and follow verbal and written instructions from supervisors. Ability to apply technical knowledge.~~
- ~~1. Ability to comprehend and follow instructions: effectively follow instructions from supervisor, verbally and in written form.~~
- ~~3. Ability to effectively communicate ideas and information both in written and verbal form.~~
- ~~3-4. Ability to deal with abstract and concrete variables.~~
- ~~4-5. Ability to interpret technical regulations, procedures, and instructions and instructions.~~
- ~~2. Communication Skills: effectively communicate ideas and information both in written and verbal form.~~
- ~~Mathematical Ability: calculate basic arithmetic problems (addition, subtraction, multiplication, and division) without the aid of a calculator and know when and how to use complex formulae with the use of spreadsheets to calculate needed data.~~
- ~~Reading Ability: effectively read and understand information contained in memoranda, e-mails, reports and bulletins, etc.~~
- ~~5-6. Ability to set priorities in order to meet assignment deadlines.~~
- ~~7. Ability to adapt and work effectively in a dynamic environment.~~

Environmental/Working Conditions

~~The environment is a busy public library whose patrons represent a socially, culturally, and economically diverse community. Work takes place in an indoor environment with moderate noise levels. Position may require daytime, evening, and weekend hours.~~

- ~~1. Flexible work hours; daytime, evening, and weekend hours.~~
- ~~2. Inside work environment.~~

Equipment Used

Computer, copy machine, fax machine, scanner, library automation system, telephone, book truck, postal meter, and stepstool.

Education and Experience

1. At least two years of study at an accredited college, university or technical school.

~~2.~~

~~3.~~2. Keyboarding and general office experience.

~~4.~~

3. Previous library experience is preferred.

The City of Verona is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

~~5.~~

Library Board Approved April 1, 2015.
Revised, Library Board Approved August 3, 2016

Verona Public Library, Policies by Last Reviewed Date

Study Room Use (June 29, 2018)

Program, Event, and Exhibit Policy (February 6, 2019)

Public Computer & Electronic Device Use (May 1, 2019)

Meeting Room Use (October 2, 2019)

Public Behavior (October 2, 2019)

Child Safety (March 4, 2020)

Epidemic and Library Health Policy (June 3, 2020)

Circulation (March 3, 2021)

Inclement Weather (February 2, 2022)

Collection Management (June 1, 2022)

Bulletin Board (August 3, 2022)

Review in 2023

Study Room Use (June 29, 2018)

Program, Event, and Exhibit Policy (February 6, 2019)

Meeting Room Use (October 2, 2019)

Public Behavior (October 2, 2019)

Child Safety (March 4, 2020)

Review in 2024

Epidemic and Library Health Policy, June 3, 2020

Circulation, March 3, 2021

Inclement Weather, Feb. 2, 2022

Collection Management, June 1, 2022

Public Computer & Electronic Device Use, May 1, 2019

Bulletin Board, August 3, 2022