

AGENDA

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

**Wednesday, December 7 2022, 6:30 p.m.
Library Conference Room**

Call to order

- Approval of the Regular Meeting Minutes of 11/2/22
- Review and approval of the November 2022 invoices
- Public Comments
- City Council Liaison's report
- Library Director's report
- Old Business
 - None
- New Business
 1. Discussion and possible action regarding the Public Computer and Electronic Device Use Policy
 2. Discussion and possible action regarding the 2023 Library Director Goals

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

Wednesday, November 2, 2022, 6:30 p.m.

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

Absent: Spencer

Call to order:

Hopp called the meeting to order at 6:33 pm.

Introductions:

Kyle Jones, our newest Trustee introduced himself.

Approval of Minutes:

A motion was made by Voss, seconded by Conwell to approve the Regular Meeting Minutes of 10/5/22. Motion carried.

Review and Approval of Invoices:

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

Public Comments:

None

City Council Liaison Report:

Cronin confirmed early voting and Election Day hours and locations.

City Council presented Budget Proposal today (11/2/22 @ 5:30pm) – Burkart and Cronin were in attendance
Will vote to approve on November 14, 2023.

Focus on reducing the city's debt burden.

Cronin gave overview of budget presentation.

Confirmed new City Administrator position.

Library Director's Report:

Signage in lobby re: mask usage; Board recommended signage based on CDC weekly updates of "Low" "Medium" or "High" with appropriate signage to match the current CDC county status.

Director reports that a material challenge was presented. The decision was made by the staff to remove the item (a dvd) based on agreed negative stereotype as well as age and condition. Patron was notified.

Update on carpet: A portion of the carpet isn't installed due to a shortage in the inventory provided by the vendor. Anticipated installation of remaining carpet is tbd.

New doors are installed and fully functional; very happy staff.

Old Business:

Discussion and possible action regarding the 2023 Library Hours of Operation and Planned Closures
Director provided visitor statistics for the hours of 7-8pm and 8-9pm.

General consensus to monitor the 8-9pm hour, continue tracking via door count and revisit the discussion at May 2023 meeting based on monitoring metrics.

Voss moved to approve 2023 Library Hours of Operation. Hopp seconded. Motion carried.

Discussion of 2023 budget

Hopp will join Dane County Library Board meetings for the next 3 or 4 sessions and report back.

Hopp explained issue of equalized value calculation as it relates to City of Verona funding to the library.

Recommendation to monitor situation.

New Business:

Discussion and possible action regarding the 2023 Dane County Library Service agreement

\$826k & \$249K facility reimbursement fee

No changes from previous year.

A motion was made by Safarik to approve the 2023 Dane County Library Service agreement. Conwell seconded. Motion carried.

Discussion and possible action regarding the Administrative Assistant job description

A motion was made by Safarik to approve the Administrative Assistant job description. Voss seconded. Motion carried.

Discussion of timeline for policy reviews

Suggestion by Jones to add a Privacy Policy with agreement to consider a new Privacy Policy at a future meeting.

First review will be in January with schedule to review on policy every other month.

Adjournment:

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

Meeting was adjourned at 8:02pm. Next meeting will be held on December 7th at 6:30 pm.

Library board approved:

VERONA PUBLIC LIBRARY
DIRECTOR'S REPORT
November 2022

I. Collection Development

Number of items added and deleted in October 2022.

Item Type	Added	Deleted
Books	942	303
Audio	25	456
Software	1	0
Video/DVD	30	5
Other (kits, etc.)	0	0
Magazines	181	64
TOTAL	1179	828
YTD	11102	7013

II. Circulation

October Circulation Statistics

Self-check-outs	27,592
Total check-outs	42,440
Self-check-outs vs. desk	86.18%
Nov. 2021 vs. Nov. 2022	-2.50%
Check-ins	34,464
Library cards added	150
Holds placed	11,924

III. Reference

Statistics, October 21 – November 22:

Adult Reference Questions:	1190
Children's Reference Questions:	629
Directional Questions:	269
Test Proctoring:	4 exams
Outer Library Loans:	30 requests
Personal Archiving Lab Sessions:	2
Computer Use:	531
Meeting Room Use:	471
Library Visits:	16,521

Social Media & Email Engagement:

Facebook:	4,616 followers, 42 posts/events
Twitter:	1,758 followers, 0 tweets
Instagram:	1,384 followers, 4 posts/reels/stories
Events Newsletter:	10,219 recipients

IV. Personnel and Staff Development

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

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

The open Library Assistant position (832 hours/year) was posted internally and applications are being accepted through December 11.

Ronda held a circulation team meeting on November 12. Topics covered were patron privacy, patron account registration, and parts missing procedures.

Tonja attended CVMIC training, Employment Law & HR, on November 9 and participated in the Southwest Regional Equity Group meeting on November 15.

Jess, Julie and Amy attended the WLA Conference in Lake Geneva. Highlights included seeing authors Jason Reynolds and Kevin Henkes, and conversations about book challenges.

Jess and Amy attended an all-day SCLS workshop at Olbrich Gardens about book challenges and Acts of Kindness: Library programs for youth that celebrate compassion, connection, and cooperation.

V. Equipment and Physical Facilities

Unfortunately, there was a mistake in the order of carpet tiles for the center of the building and there is not enough carpet to finish the project. The carpet has been also discontinued but we are working with the installer to come up with solutions.

VI. Administration and Internal Operations

Stacey and the management team reviewed the Public Computer and Electronic Device policy and have come up with changes to recommend to the library board.

VII. Marketing and Public Relations

Abby created:

- 38 Facebook graphics
- 54 bookmarks/flyers/signs
- 38 slides for the TV
- 33 websliders

Katie made book displays for National Novel Writing Month and for Native American Heritage Month.

VIII. System and Interagency Cooperation

Trudy and Stacey attended the Verona Area Chamber of Commerce State of the City Address.

Theresa attended the SCLS Collection Maintenance Subcommittee meeting on November 9.

IX. Fundraising

The end of year giving letter was mailed out on November 30 asking for donations to the Library Endowment Fund and announcing the upcoming endowment funded exhibit, *Microsculpture*.

X. Events, Programs and Exhibits

Kid's Events and Programs:

1000 Books before Kindergarten

13 kids were registered this month, bringing the total number of registrants to 2391.

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.

November 3: Attendees 14

November 10: Attendees 10

November 17: Attendees 27

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.

Attendees: 150

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.

Attendees: 38

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.

A parent recently wrote an email thanking Mia and Jess for the program, saying, “They have created a fun, open, inviting atmosphere, and it's clear they put a lot of thought and preparation into it” and “I'm not exaggerating when I tell you my daughter was shaking with excitement as we walked in the door...You have a wonderful, caring staff.”

Attendees: 34

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.

Attendees: 48

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.

Attendees: 4

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. 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: 23

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, especially over the holidays. This class covers the benefits of babywearing, safety considerations, the different types of carriers, and how to get more comfortable carrying. Presented by Lindsay Williamson, pediatric occupational therapist and founder of Root to Raise.

Attendees: 0

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.

Attendees: 19

Thanksgiving Evening 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.

Attendees: 40

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.

Attendees: 75

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.

Attendees: 4

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)

Virtual Froggy Story Time

Tuesday, November 29, 9:30 am

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

Minecraft Club

Thursday, December 1, 4:00 pm

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

Music & Movement Story Time

Tuesday, December 6, 10:30 am

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

Family Art

Wednesday, December 7, 4:00 – 5:00 pm

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

Pokemon Club

Thursday, December 8, 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.

Child Development Story Time: Bears and Hibernation

Friday, December 9, 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!

Virtual Very Hungry Caterpillar Story Time

Tuesday, December 13, 9:30 am

Enjoy stories, songs, and activities about the Very Hungry Caterpillar! No registration.

Young and the Restless

Tuesday, December 13, 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.

Early Reader Book Club

Tuesday, December 13, 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.

Toddler Art and Play

Tuesday, December 20, 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.

Music and Laughter for Kids with David Landau

Wednesday, December 28, 10:00 am

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

Create a Comic Strip

Wednesday, December 28, 1:00 pm

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

Kids Craft: Salt Snowflakes

Thursday, December 29, 3:00 pm

Make a salt snowflake picture. Ages 6-8. No registration needed.

Noon Year's Eve Party

Friday, December 30, 11:00 am

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

Teen Events:

Pizza Study Break

Tuesday, November 1, 5:00 – 6:00 pm

Teens studying in the library enjoyed a break with pizza, drinks, and chocolate!

Attendees: 10

Crafty Tuesday

Tuesday, November 8, 4:00 pm

Teens stuffed and sewed felt sloths.

Attendees: 18

Cupcakes and Queer Eye

Tuesday, November 15, 7:00 – 8:00 pm

Teens decorated cupcakes, made happy rocks, and created friendship bracelets while watching Queer Eye.

Attendees: 5

Upcoming Teen Events:

Crafty Tuesday

Tuesday, December 13, 4:00 pm

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

Teen Paint Pour Ornaments

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

Learn basic paint pouring techniques and create one-of-a-kind ornaments!

Teen Chocolate Truffles

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

Learn how to make easy, 3 ingredient chocolate truffles that are great for sharing with friends and family. We'll create and enjoy some together!

Teen Gaming

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

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

Adult Classes & Events:

Distance Learning English Classes for Adults

Beginner Level

October 17, Attendees: 5

October 24, Attendees: 5

October 31, Attendees: 6

November 7, Attendees: 5

Intermediate Level

October 18, Attendees: 8

October 25, Attendees: 6

November 1, Attendees: 8

November 8, Attendees: 7

Library Yarn Club

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

October 26, Attendees: 12

November 9, Attendees: 14

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.

November 2, Attendees: 13

November 16, Attendees: 11

Beginner Watercolor: Fall Landscape

Tuesday, November 1, 6:00 – 7:30 pm

Madison artist, Emily Marie, guided attendees in painting a fall landscape scene step-by-step using watercolors.

Attendees: 10

Understand & Maintain Your Furnace

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

Project Home staff discussed what you can do to help maintain your heating system and what to ask when a heating professional services your furnace.

Attendees: 7

Pakistani Cooking Class

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

Huma Siddiqui, cookbook author and founder of White Jasmine, presented a cooking demonstration featuring aloo paratha and chicken curry. Everyone enjoyed a tasting of all the food prepared.

Attendees: 14

Senior Case Management Outreach

Monday, November 14, 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

DIY Card Making Class

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

Stampin'UP! Demonstrator Jamie Statz-Paynter provided materials and instructions for attendees to make three personalized professional-quality cards of their own.

Attendees: 19

LGBTQ+ History and Community in Wisconsin

Thursday, November 17, 6:30 - 7:30 pm

AJ Hardie, program director of the OutReach LGBTQ+ Community Center, discussed the LGBTQ+ community in Wisconsin.

Attendees: 11

Library Letter Writers

Do you miss the days of finding something other than junk in your mailbox? Join the Library Letter Writers! Fill out the short survey below by December 1 to be matched with a pen pal in sunny El Mirage, Arizona! <https://bit.ly/3Dw4g38> Letters from your new pen pals will be available to pick up at the library after January 2, 2023. This is a partnership between Verona Public Library and the Maricopa County Library District.

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.

Verona Area High School Winter Music Recital

Tuesday, December 6, 5:00 – 6:00 pm

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

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.

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

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

Luke Melotik from AECOM (Verona's City Engineering Consultant) will cover tips for using salt on your property to safely remove ice during the winter and to soften water year-round, preventing the costs of excess salt being transported to aquatic ecosystems. Melotik will also describe some of the initiatives that local municipalities have been implementing to save money and reduce the harmful impacts of salt while striving to keep our transportation surfaces safe for travelers.

More Than Words: An Afternoon with Jerry Apps

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

Join beloved Wisconsin storyteller Jerry Apps as he discusses his new book, *More Than Words: A Memoir of a Writing Life*. Jerry will look back on his nearly six-decade career as a writer, providing an insider's view into the creative process and sharing hard won wisdom and encouragement for aspiring authors. Along the way he recalls his relationships with publishers, editors, TV producers, librarians, booksellers, and others and shares a scrapbook's worth of stories—some funny, some heartwarming, a few of them harrowing—from the road. Books will be available for sale and signing.

Senior Case Management Outreach

Monday, December 12, 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.

Madison Flute Choir Winter Performance

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

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

Library Yarn Club

Wednesdays, December 14 and 28, Drop-in 4:30 - 6:00 pm

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

Which Energy Efficiency Improvements Make Sense for Your House?

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

Join Laura Paprocki, from Madison Gas and Electric, and learn about all the ways you can improve the energy efficiency of your home and lower your carbon footprint. Find out which improvements may take priority and why. Understand more about how your home operates and how to make strategic decisions about ways to improve.

Merry Mocktails

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

Join Hodge Podge bartenders in crafting delicious holiday mocktails while learning more about the craft of mixology, flavor profiles, and tasty spirits that you can add to the recipe at home. This class will give you confidence in your New Year's party planning, and give you the experience to experiment on your own! Registration required. Class size limited to 25 participants.

Exhibits

Creative Power: ARTS for ALL Wisconsin -Traveling Exhibition

January 19 – February 16

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

Outreach Events

Outreach story times:

Total daycare story time presentations: 10

Noel Manor Book Group

Friday, October 21, and Friday, November 18, 10:30 – 11:30 am

The group met to discuss *We Begin at the End* by Chris Whitaker and *Little Fires Everywhere* by Celeste Ng.

Attendees: 5, 4

Prairie Oaks Book Group

Thursday, October 27, 1:00 – 2:00 pm

The group read *Run, Rose, Run* by James Patterson and Dolly Parton.

Attendees: 7

Books 'n Booze at Boulder Brewpub

Thursday, October 27, and Thursday, November 17, 6:00 – 7:00 pm

The group discussed *The Lost Man* by Jane Harper and *The Sun Does Shine* by Anthony Ray Hinton.

Attendees: 10, 9

Main Street Trick-or-Treat

Monday, October 31, 3:00 – 5:00 pm

Amy and Marissa dressed up as Bad Kitty and brought candy and bookmarks to give out at this annual event.

Attendees: 408

YMCA After School Program at Stoner Prairie

Tuesday, November 1, 4:15 – 4:45 pm

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

Attendees: 15

Verona Area Kids Expo

Saturday, November 5, 9:00 am – 2:00 pm

The library hosted a booth with books for checkout and a craft project at this event hosted by the school district.

Attendees: 111

Senior Center Book Group

Wednesday, November 9, 10:00 – 11:00 am

The group discussed the Go Big Read selection *How the Word is Passed* by Clint Smith.

Attendees: 15

Four Winds Book Group

Tuesday, November 22, 10:00 – 11:00 am

The residents discussed *The Book Woman's Daughter* by Kim Michele Richardson.

Attendees: 7

Upcoming Outreach Events**Prairie Oaks Book Group**

Thursday, December 1, 1:00 – 2:00 pm

The group will be reading *The Gown* by Jennifer Robson.

YMCA After School Program at Stoner Prairie

Tuesday, December 6, 4:15 – 4:45 pm

Crafts and stories at the afterschool program at Stoner Prairie.

Reindeer Live!

Saturday, December 10, 2:00 – 5:00 pm

The library will be providing a themed craft at the annual reindeer event.

Senior Center Book Group

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

The group will be reading *The Keeper of Lost Things* by Ruth Hogan.

Four Winds Book Group

Tuesday, December 20, 10:00 – 1:00 am

The residents will meet to discuss *A Quilt for Christmas* by Sandra Dallas.

Books 'n Booze at Boulder Brewpub

Thursday, January 26, 6:00 – 7:00 pm

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

Verona Public Library
Public Computer and Electronic Device Use Policy

I. Introduction

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

II. Electronic Devices Available for Checkout

(A) GPS units, Chromebooks, and video game consoles are available for checkout to use outside the library.

(B) Laptop computers and Chromebooks are available for checkout to use inside the library.

III. Access to the Computer Lab

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

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

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

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

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

IV. Access to Electronic Devices

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

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

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

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

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

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

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

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

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

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

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

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

(E) Access, use, or dissemination of information via the Internet in the library is the responsibility of the user. The library expressly disclaims any liability or responsibility resulting from such use arising

from access to or use of information obtained through its electronic information systems, or any consequences thereof.

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

VI. Computer or Device Use by Children

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

VII. Internet and Wireless Network

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

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

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

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

VIII. Social Media

The Verona Public Library allows members of the public to post comments or other visitor-generated content to our social media sites. However, content that contains the following will be removed:

- A. Discriminatory, racist, abusive, obscene, inflammatory, or unlawful content
- B. Commercial solicitations, ads, or spam
- C. Content promoting political purposes, a political candidate, or party
- D. Copyrighted material
- E. Information that could reasonably compromise individual or public safety
- F. Sexual content

Library media sites are subject to applicable Wisconsin Public Records Law and can be disclosed to third parties.

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

Library Board Approved on October 1, 2008.

Revised April 13, 2011

Revised March 6, 2013

Revised March 5, 2014

Revised May 6, 2015

Revised March 2, 2016

Revised June 1, 2016

Revised March 1, 2017

Revised May 1, 2019

Verona Public Library

Public Computer and Electronic Device Use Policy

I. Introduction

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

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

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

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

II. Definition and Description of Electronic Devices Available for Checkout

~~(A) Items available for checkout to use outside of the library: GPS units, Chromebooks, and video game consoles are available for checkout to use outside the library.~~

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

~~(B) Laptop computers and Chromebooks are ~~items~~ available for checkout to use inside the library.:~~

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

III. Access to the Computer Lab

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

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

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

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

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

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

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

IV. Access to Electronic Devices

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

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

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

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

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

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

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

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

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

(B) Inappropriate computer use will not be tolerated within the library. The library will take disciplinary measures including but not limited to ~~discontinued computer service or~~ loss of library privileges or computer use. Illegal uses of computers may also be subject to prosecution by local,

state, or federal authorities. Rules regarding inappropriate computer use include but are not limited to the following:

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

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

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

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

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

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

VI. Computer or Device Use by Children

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

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

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

VII. Internet and Wireless Network

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

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

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

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

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

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generated content to our social media sites. However, content that contains the following will be removed:

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Library media sites are subject to applicable Wisconsin Public Records Law and can be disclosed to third parties.

~~(F) WARRANTY DISCLAIMER~~

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

LIMITATION OF LIABILITY

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

Indemnification

You agree to defend, indemnify and hold harmless the Verona Public Library, its officers, directors, employees, from any claim, liability, loss, damage, cost, or expense (including without limitation reasonable attorneys' fees) arising out of or related to your use of the Service, any materials downloaded or uploaded through the Service, any actions taken by you in connection with your use of the Service, any violation of any third party's rights or any violation of applicable law or regulation.

~~This Section will not be construed to limit or exclude any other claims or remedies that Verona Public Library may assert under this Policy, law or equity.~~

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

Library Board Approved on October 1, 2008.

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DRAFT 2023 Goals - Stacey Burkart

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

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

Administration:

1. Continue policy reviews & revisions. Complete a review of the Study Room, Program, Event, and Exhibit, Meeting Room, Public Behavior, and Child Safety policies by the end of 2023.
2. Continue to develop safety protocols, procedures, and staffing models in response to changing public health conditions during the COVID-19 pandemic. (Ongoing from 2022)
3. Assess what changes the pandemic will have on library strategic planning and solicit feedback on library services from the public via survey. (Ongoing from 2022)
4. Work with the city and county on solutions around minimum funding. This will likely be a multi-year process.

Collection Maintenance:

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

Library Service:

1. Develop and implement programs related to the 2023 library endowment project featuring the exhibit *Microsculpture: Insect Portraits of Levon Biss* during the month of April 2023.
2. Fundraise \$10,000 for the library Endowment Fund by the end of 2023.
3. Continue to write quarterly columns for the Verona Press that focus on literacy or library related topics. (Ongoing from 2022)
4. Develop and implement a annual library marketing plan by the end of 2023

Facilities Management:

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