

AGENDA

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

Wednesday, February 2, 2021, 6:30 p.m.
Library Community Room

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

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

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

<https://us06web.zoom.us/j/84836066592>

Join the meeting via phone by dialing:

1-301-715-8592

Webinar ID: 848 3606 6592

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

Call to order

- Approval of the Regular Meeting Minutes of 1/5/21
- Review and approval of January 2022 invoices
- Public Comments
- City Council Liaison's report
- Library Director's report
- Old Business
 1. Discussion and possible action regarding library response to COVID-19 and library reopening plan
- New Business
 1. Discussion and possible action regarding the Inclement Weather Policy
 2. Discussion and possible action regarding the 2021 DPI State of Wisconsin Library Annual Report

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

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

Present: Hopp, Conwell, Cronin, Ryan, Burkart
Guests: Strutz
Absent: Huemmer, Safarik, Sohail

Call to order:

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

Approval of Minutes:

A motion was made by Ryan, seconded by Cronin to approve the Regular Meeting Minutes of 12/01/2021. Motion carried.

Review and Approval of Invoices:

A motion was made by Conwell, seconded by Ryan to approve the December 2021 invoices. Motion carried.

Public Comments:

None

City Council Liaison Report:

- Waste Management has not completed collection of old bins after transition to Pellitteri Waste Systems. Public Works may need to collect remaining bins at Waste Management's expense.
- Demolition of old Sugar Creek Elementary School building has begun.
- City will investigate cost to restore New Century School building. Building cannot be demolished.
- New construction in 2022 expected to help ease budget constraints in future.

Library Director's Report:

- Curbside service has been discontinued.
- Staffing has maintained an acceptable level to date. Staff members will be encouraged to get COVID booster to prevent staff shortages due to illness and quarantine recommendations.
- Sunday hours return beginning January 9.

Old Business:

1. Discussion and possible action regarding library response to COVID-19 and library reopening plan:

- Youth services will postpone resuming in-person story times and events. Virtual events to be offered.
- Stacey shared feedback from a patron who would like all the toys returned to the children's area. The board was in agreement this is not the right time due to public health concerns.
- Adult events for which low attendance is anticipated (such as Senior Case Management Outreach) will remain in person. Larger events will be conducted virtually.
- Patron requested visits by appointment outside of regular hours to accommodate immunocompromised individuals. Request regrettably denied due to staff limitations. Computer station in Community Room available to users who require greater isolation while using the library.
- Staffing level to remain open to the public is at least 4-6 staff members. Hours of operation may need to be limited in case of staff shortage due to widespread illness/isolation protocol. Staff encouraged to upgrade to medical or KN95 masks while in the building, limit number of people using the break room at the same time, and receive vaccination booster.
- Furniture items will remain in storage in Community Room in order to maintain distancing and discourage social gathering in library.

2. Discussion and possible action regarding the 2021 and 2022 library director goals:

- Policy reviews anticipated in 2021 did not occur. Will be completed in 2022.
- Inventory of library collection will be conducted in 2022. May adjust from biannual schedule to every 4-5 years.
- Online event offerings have adapted in keeping with patron participation and staff interests. Greater involvement in character-based story times and events, and declining interest in Dungeons and Dragons online gaming has led to a change in offerings.
- Re-carpeting center portion of library tentatively scheduled for October 2022.
- Continuing pandemic concerns may require adjustments to staffing model.
- County funding likely to remain flat, resulting in a need to evaluate expenses and identify possible areas for budget cuts.
- A motion was made by Conwell, seconded by Cronin to accept 2022 Library Director Goals. Motion carried.

New Business:

1. Discussion and possible action regarding the Head of Circulation job description:

- Friend of Verona Public Library have taken ownership of used book sale, removing this task from Head of Circulation.
- Language updated to match other position descriptions.
- Motion made by Cronin, seconded by Ryan to accept revisions to Head of Circulation job description. Motion carried.

2. Discussion and possible action regarding the Dane County Library Service Agreement for Extension of Library Service:

- Action was taken previously on this item. No additional discussion.

Adjournment: Meeting adjourned at 7:15 p.m.

Next meeting: February 2, 6:30 p.m., to be held virtually on Zoom.

1/7/2022 ES

VERONA PUBLIC LIBRARY
DIRECTOR'S REPORT
January 2022

I. Collection Development

Number of items added and deleted in December 2021.

Item Type	Added	Deleted
Books	874	785
Audio	22	6
Software	6	3
Video/DVD	62	12
Other (kits, etc.)	5	6
Magazines	106	12
TOTAL	1075	824
YTD	13300	11711

II. Circulation

December 2021 Statistics

Self-check-outs	24,218
Total check-outs	39,089
Self-check-outs vs. desk	83.33%
Check-ins	30,039
Library cards added	87
Holds placed	11,069

III. Reference

Statistics, December 23 – January 21:

Reference: 542 transactions
Children's Reference: 500 transactions
Directional: 135 transactions
Proctoring: 3 exams proctored
Outer Library Loans: 29 requests
One-on-One Instruction: 37
Personal Archiving Lab Sessions: 3
Computer Use: 319
Library Visits: 8176
Librarian's Choice: 19

Social Media Engagement:

Facebook: 3,912 followers, 29 posts
Twitter: 1,777 followers, 1 tweet
Instagram: 1,243 followers, 5 posts, 4 reels
Events Newsletter A: 11,570 recipients
Winter Reading Program Newsletter: 10,826 recipients WOTS Newsletter: 607 recipients

IV. Personnel and Staff Development

Luke Fieweger resigned his position as Reference Librarian/Communication Coordinator effective January 24.

The library is in the process of hiring a part-time Reference Assistant and a part-time Library Assistant.

Peter Bruins resigned his Library Assistant position effective January 13.

Library Assistant Raji Kandasamy's hours are increasing from 832 to 1040 hours per year beginning January 24.

V. Equipment and Physical Facilities

Nothing to report.

VI. Administration and Internal Operations

Stacey completed the 2021 DPI Annual Report.

Stacey and the management team reviewed the Inclement Weather policy and have recommended some changes for board review.

VII. Marketing and Public Relations

Emma has taken over responsibility for library marketing until a new person can be hired to fill the open Reference Librarian/Communication Coordinator position.

The library created four reels (15 second videos) on Instagram. Two of them have over 3,000 views each.

VIII. System and Interagency Cooperation

Emma received a \$1500 continuing education grant from South Central Library System to attend the Public Library Association conference in Portland, OR in March.

Ronda attended the SCLS Circulation Services Subcommittee on Tuesday, January 11. The committee discussed and ranked future fixes and developments to Biblioovation.

Theresa attended a SCLS Collection Maintenance Subcommittee meeting on January 12.

Emma attended the SCLS Discovery Interface Subcommittee meeting on January 19.

Leah dropped off teen study break/stress relief bundles at VAHS, BRMS, and SOMS last week. The school librarians reported back that they received a lot of really positive feedback from both teachers and students.

IX. Fundraising

The library has received \$8700 in end of year donations for the endowment fund. The lifetime total raised for the endowment fund is \$298,330. Plans for the annual 5K Run/Walk fundraiser this spring and the Verona Reads! community read project this summer are underway.

X. Events, Programs and Exhibits

Kid's Events and Programs:

1000 Books before Kindergarten

Six kids were registered this month, bringing the total number of registrants to 2276.

Virtual Everybody Story Time

Wednesdays at 10:30 am on Facebook Live

November 17 – December 22

Total 1-minute views: 161

Average 1-minute views per story time: 27

Lego Club

Tuesday, December 28, 4 pm

Join fellow Lego fanatics for challenges and meet-up over Zoom. Ages 6-11.

Attendees: 16

Tween Craft: Snow Globes

Wednesday, December 29, 2 pm

Ages 8-11. Registration required.

After registering, starting Monday, December 20, come to the Children's Desk to pick up materials before this virtual event.

1-minute views: 29

Bags distributed: 37

Virtual Fancy Nancy Story Time

Tuesday, January 11, 9:30 am

Enjoy stories, songs, and activities about Fancy Nancy! No registration. Fancy Nancy craft bags will be available in the children's area starting January 4.

1-minute views: 47

Bags distributed: 100

Pokémon Club

Thursday, January 13, 4 pm

Join fellow Pokémon fanatics for Pokémon related activities and meet-up over Zoom. Ages 6-11. There will not be an activity bag to pick up for this session.

Attendees: 10

Among Us

Wednesday, January 19, 4 pm

Ages 8-17 Registration required. Virtual event. Register with an email you have access to on the day of the event. We will email you the link to join the meeting just before the event begins. Among Us is rated E10+. Only tweens attended this event.

Attendees: 9

Upcoming Kids' Events

The Youth Services staff is prepared to return to indoor story times in late February, or when public health conditions allow.

Winter Library Challenge

December 20, 2021 - January 31, 2022.

Complete fun activities to earn tickets, then enter those tickets into drawings for gift certificates to local businesses and restaurants. Activities and prizes are geared toward all ages! Families may register as a group or as individuals.

Virtual Preschool Story Time

Mondays at 11:30 am on Facebook Live

January 10 – March 4

Virtual Toddler Story Time

Fridays at 9:30 am on Facebook Live

January 10 – March 4

Celebrate Black Lives Story Time

Tuesday, January 18, 10:30 am

Join us for this virtual story time celebrating young Black lives. Geared to ages 3 - 6. No registration. Tune in on Facebook at: <https://www.facebook.com/veronapubliclibrary/>. Statistics will be shared after a week of views.

Stuffed Animal Sleepover

January 21

Drop off your stuffed animal at the children's desk for a fun, overnight adventure! Pick it up any time the next day. You can catch photos showing the stuffed animals' adventures posted to the Verona Public Library Facebook page the following day.

Virtual PJ Masks Story Time

Tuesday, January 25, 9:30 am

Enjoy stories, songs, and activities about PJ Masks! No registration. PJ Masks craft bags will be available in the children's area starting January 18.

Lego Club

Tuesday, January 25, 4 pm

Join fellow Lego fanatics for challenges and meet-up over Zoom. Ages 6-11.

Chinese New Year Story Time

Saturday, January 29, 11:30 am

Get ready for Chinese New Year with Verona Area International School (VAIS) at virtual story time on the Verona Public Library Facebook page. K-1 teacher Lumei Huang and VAIS students will be your guides as we read, sing, practice several Mandarin Chinese phrases, and learn about Chinese culture. Don't forget to pick up a Year of the Tiger craft starting January 22 in the children's area at the library and enjoy an amazing Chinese New Year art exhibit and selfie station.

Virtual Music & Movement Story Time

Tuesday, February 1, 9:30 am

Join us for a musical story time with egg shakers and bells! Geared to ages 1-3. Tune in on Facebook at: <https://www.facebook.com/veronapubliclibrary/>. Craft bags will be available one week prior. Be sure to make your egg shaker and bell bracelet before the story time!

Virtual Bluey Story Time

Tuesday, February 9, 9:30 am

Enjoy stories, songs, and activities about Bluey! No registration. Bluey craft bags will be available in the children's area starting February 1.

Pokémon Club

Thursday, February 10, 4 pm

Join fellow Pokémon fanatics for Pokémon related activities and meet-up over Zoom. Ages 6-11. There will not be an activity bag to pick up for this session.

Favorite Books and Bites: Stick Dog

Monday, February 21, 4 pm

Discuss the series Stick Dog, plus enjoy activities and snacks related to the books. Ages 8 - 11. After registering, starting Monday, February 14, come to the Children's Desk to pick up materials before this virtual event.

Virtual My Little Pony Story Time

Tuesday, February 22, 9:30 am

Enjoy stories, songs, and activities about My Little Pony! No registration. My Little Pony craft bags will be available in the children's area starting February 15.

Teen Events:

Teen & Tween Craft: Snow Globes

Wednesday, December 29, 2 – 3 pm

Teens and tweens picked up bags filled with jars, figurines, fake greenery, and more, allowing them to design their own DIY snow globes.

Teen attendees: 11

Teen Writing Club

Monday, January 10, 4:15 – 5:15 pm

Teens used images of objects to practice writing from negative and positive perspectives.

Attendees: 5

Teen Study Break Bundles

January 19, as supplies last.

Schools received relaxation bundles for students, including paint by sticker sheets, scratch notes, cozy word searches, and a fidget!

Packets: 200

Upcoming Teen Events:

Teen Writing Club

Monday, January 24, 4:15 – 5:15 pm

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

Teen & Tween Craft: Confetti Bookmarks

Wednesday, January 26, 4 – 5 pm

Pick up craft supplies from the library, and then follow along with a live video, so you can ask questions and interact!

Among Us

Wednesday, February 9, 4 – 5 pm

Play the popular online social game with other teens and tweens!

Adult Classes & Events:

Coral 101 - Virtual

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

Kelly Drennen, the education and outreach specialist, at the Flower Garden Banks National Marine Sanctuary discussed the basic biology of reef-building corals, coral spawning, and how human interactions affect them, including coral bleaching.

Attendees: 7

Senior Case Management Outreach

Monday, January 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: 0

Verona's Storm Water Quality - Virtual

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

Marty Cieslik, construction manager for the City of Verona Public Works Department, summarized the sampling results, as well as compared results with the sampling effort conducted during 2020.

Attendees: 5

The Climate Reality Project

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

Jeff Steuer, retired water engineer with the United States Geological Survey, shared what he learned at the Climate Reality Project training. Steuer discussed the science, the effects, and what can be done about climate crisis.

Attendees: 10

Upcoming Adult Classes & Events

Distance Learning English Classes for Adults

Mondays 6-8 pm, Beginner, January 24-May 2, 2022

Tuesdays 6-8 pm, Intermediate, January 25-May 3, 2022

This free group English class will be offered mostly online using Zoom. In-person classes will take place at the Verona Public Library (500 Silent St, Verona WI 53593) on March 7 and May 3. You will practice speaking, listening, reading, writing and new vocabulary in English. You can take your Zoom class on your smartphone, a tablet, a laptop, or a computer. If you do not have any of these, Literacy Network can lend you a device. Students will receive free English textbooks, at their level, in the mail. The textbook will be used for class and weekly homework. This class is presented in partnership with Literacy Network. For more information and to sign up, please call Becky Fabrizio at Literacy Network at (608) 268-6425 or email her at becky@litnetwork.org.

Organizing Basics - Virtual

Wednesday, January 26, 6:30-7:30 pm

Do you need to declutter? Downsize? Assist a friend or family member with a life transition? Or tackle the chaos that comes with a young, growing family? Many talk about finally getting organized, but the processing of organizing is more of a journey than a destination. Join Melanie Juedes, a Certified Professional Organizer, and learn helpful strategies that can get you significant results with easy steps. Each project you complete will not only lead to improved organization but will help save you time and money while reducing stress.

Let's Talk About Preventing Diabetes – Virtual

Tuesday, February 8, 6:30-7:30 pm

Join staff from the Wisconsin Health Literacy and learn what type 2 diabetes is, including ways to prevent diabetes and maintain a healthy lifestyle. This program will be presented via Zoom. Register in advance so we can send the Zoom link via email. Each participant will also be emailed an electronic copy of a workbook. The program is presented by non-clinical facilitators and is not intended to serve as medical advice.

Senior Case Management Outreach

Monday, February 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.

Planning Storm Water Maintenance Projects in Verona - Virtual

Wednesday, February 16, 6:30-7:30 pm

Each year for the last five years, the City of Verona has completed at least one significant storm water basic maintenance project. Marty Cieslik, construction manager for the City of Verona Public Works Department, will review what has been done and present an approach for planning future projects. Cieslik will describe key factors for prioritizing future work. These key factors include the age of the basin, where the basin discharges, and whether or not there are up or down stream storm water facilities. This program will be presented via Zoom. We will email you the Zoom meeting link the day of the program.

10 Steps to Planning a Smart Garden

Monday, February 21, 6:30-7:30 pm

The most successful gardeners take some time before the garden season begins to devise a simple and smart plan for the year. Megan Cain, author and creative gardener, will discuss how a smart garden plan lays the groundwork for a beautiful garden that yields lots of food for the least amount of time and money invested. This class keeps garden planning down-to-earth, practical, and fun! Cain's books, *Super Easy Food Preserving* and *Smart Start Gardener Planner* will be available for sale and signing.

Outreach Events

Outreach story times:

Total daycare story time presentations: 3

Senior Center Book Group

Wednesday, January 12, 10 –11 am

The group discussed *The Downstairs Girl* by Stacey Lee on Zoom.

Attendees: 6

Upcoming Outreach Events

Books ‘n Booze

Thursday, January 27, 6 –7 pm

The group will be reading *Highfire* by Eoin Colfer.

Senior Center Book Group

Wednesday, February 9, 10 –11 am

The group will be reading *The Vanishing Half* by Brit Bennett.

Four Winds Book Group

Date TBD, 10 –11 am

The residents will meet to discuss *The President’s Daughter* by James Patterson and Bill Clinton.

Prairie Oaks Book Group

Date TBD, 1 –2 pm

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

**Verona Public Library
Inclement Weather Policy**

I. Purpose of Policy

When the weather becomes hazardous to the health and safety of the public and/or library staff, the library will close or take safety precautions.

II. Library Closures:

The library may close when the weather threatens the safety of the public and library staff and would make travel to and from the library unsafe. The decision to close or postpone the opening of the library due to inclement weather is at the discretion of the Library Director or their chosen substitute. Staff will alert the public to closures on our website, through social media, and on the incoming phone message.

III. Library Safety Measures Due to Inclement Weather:

- A. When the National Weather Service issues a **Severe Thunderstorm Warning** the library will notify patrons of the impending weather. Staff will post Severe Weather signs at the service desks that read: “The National Weather Service has issued a Severe Weather Watch/Warning. Take necessary precautions. Dangerous lightning, wind, hail, and possible tornadoes can develop. If a Tornado Warning is issued, the library will require you to take cover or leave the library immediately.”
- B. When the National Weather Service issues a **Tornado Watch** library staff will inform patrons of the possibility of a tornado developing by posting the Severe Weather signs at service desks.
- C. In the event of a **Tornado Warning**, the following announcement will be made: “The National Weather Service has issued a Tornado Warning. Please follow library staff to a safe area of the building.”

Library staff will strongly encourage the public to take cover in the designated areas, but cannot require that patrons remain in the library. Staff and patrons will stay in designated safety areas until the Tornado Warning expires. Weather radio, flashlights, and water are located in the Storage Room main shelter area. If possible, staff should bring these items, as well as a personal cell phone, to the other designated areas.

- D. Designated safety areas for tornado events include:
 - Storage Room located in the staff area
 - Restrooms in main lobby
 - Family Restroom in the Children’s Department

Secondary safety areas include:

- Circulation Room (windowless interior room)
- Book Drop Room (windowless exterior room)
- Staff Restroom (windowless exterior room)

IV. Staff Compensation Related to Inclement Weather Situations:

If the library closes, or if an employee is unable to reach or remain at the library because of inclement weather, staff may use available vacation leave, personal days, or comp time in lieu of time missed on that day. Employees may otherwise choose to make up missed hours caused by inclement weather during that week.

This policy replaces any previous policy regarding inclement weather or emergency closings.

Library Board Approved on August 6, 2008
Revised November 2, 2011
Reviewed November 7, 2012
Reviewed November 6, 2013
Revised April 5, 2017

Verona Public Library Inclement Weather Policy

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The library may close when the weather threatens the safety of the public and library staff and would make travel to and from the library unsafe. The decision to close or postpone the opening of the library due to inclement weather is at the discretion of the Library Director or ~~his/her~~ their chosen substitute. Staff will alert the public to ~~such~~ closures on our website, through social media, and on the incoming phone message.

III. Library Safety Measures Due to Inclement Weather:

~~A.~~ When the National Weather Service issues a **Severe Thunderstorm Warning** the library will notify patrons of the impending weather.

~~A.~~ Staff will post Severe Weather signs at the service desks that read: "The National Weather Service has issued a Severe Weather **Watch**/Warning. Take necessary precautions. Dangerous lightning, wind, hail, and possible tornadoes can develop. If a Tornado Warning is issued, the library will require you to take cover or leave the library immediately."

~~1.~~

~~2.~~ Staff will make the following announcement on the Public Address System: "The National Weather Service has issued a Severe Thunderstorm Warning. Threatening weather conditions may develop. We will monitor the situation and make further announcements if weather conditions worsen."

~~B.~~ When the National Weather Service issues a **Tornado Watch** library staff will inform patrons of the possibility of a tornado developing by -

~~1-B.~~ Staff will post ~~ing~~ the Severe Weather signs at service desks.

~~2.~~ Staff will make the following announcement: "The National Weather Service has issued a Tornado Watch. Threatening weather conditions may develop. If a Tornado Warning is issued, the library will require you to take cover or leave the facility immediately."

C. In the event of a **Tornado Warning**, the following announcement will be made: "The National Weather Service has issued a Tornado Warning. Please follow library staff to a safe area of the building. At this time, the library requires you to take cover under the direction of the library staff or leave the facility immediately."

Library staff will strongly encourage the public to take cover in the designated areas ~~for their safety~~, but cannot require that ~~they patrons~~ remain in the library. ~~For the safety of staff and the public, public areas of the library must be cleared. Once in the designated safety areas, s~~Staff and patrons will stay in ~~those designated safety~~ areas until the Tornado Warning expires. Weather radio, flashlights, and water are located in the Storage Room main shelter area. If

possible, staff should bring these items, as well as a personal cell phone, to the other designated areas ~~and bring a personal mobile phone.~~

D. ~~There are reinforced areas of the library specifically designed as tornado shelters.~~

Designated safety areas for ~~Tornado~~ tornado events include:

- Storage Room located in the staff area,
 - Restrooms in main lobby
 - ~~Community Room Kitchen,~~
 - ~~Community Room table and chair Storage Room~~
 - Family Restroom in the Children's Department.
- ~~Secondary safety areas include:~~
- ~~The Circulation Room and Vestibule Bathrooms are (good secondary spaces if all reinforced areas will not accommodate everyone. They are not reinforced, but are windowless interior rooms)~~
 - ~~As a last resort, the~~ Book Drop Room (windowless exterior room)
 - Staff Restroom (windowless exterior room) ~~can be used. It is not an interior room, but it does not have windows.~~

IV. Staff Compensation Related to Inclement Weather Situations:

If the library closes, or if an employee is unable to reach or remain at the library because of inclement weather, ~~he/she staff~~ may ~~utilize~~ use available vacation leave, personal days, or comp time in lieu of time missed on that day. Employees may otherwise choose to make up missed hours caused by inclement weather during that week.

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