

AGENDA

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

**Wednesday, May 3, 2023 at 6:30 p.m.
Library Conference Room**

Call to order

- Approval of the Regular Meeting Minutes of 4/5/23
- Review and approval of the April 2023 invoices
- Public Comments
- City Council Liaison's report
- Library Director's report
- Old Business
 1. Discussion of the 2024 library budget
- New Business
 1. Discussion and possible action regarding the Meeting Room Use Policy
 2. Discussion and possible action regarding the Study Room Use Policy
 3. Discussion and possible action regarding reallocating hours for one Library Assistant position

VPL Board Meeting Minutes
Library Board of Trustees-Verona Public Library
500 Silent Street Verona, WI 53593
Wednesday, April 5, 2023, 6:30 p.m.

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

Absent: Spencer

Guests: Jo Anne Lindberg, Carol Torregrossa, Rose Bohmann

Call to order:

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

Approval of Minutes:

A motion was made by Voss, seconded by Jones to approve the amended Regular Meeting Minutes of 3/1/23. Motion carried.

Review and Approval of Invoices:

A motion was made by Conwell, seconded by Voss to approve the March 2023 invoices. Motion carried.

Public Comments:

Citizens Jo Anne Lindberg, Carol Torregrossa, and Rose Bohmann shared their views opposing the library hosting free COVID-19 vaccine clinics provided by PMHDC. They expressed their views that vaccines are harmful to the public and that vaccines should be administered in a health care setting.

City Council Liaison Report:

Alder Cronin reported that the city will be hosting a prescription drug takeback on April 22 and shared information about the rain barrel rebate and the rain garden program. The new City Administrator Jaime Aulik will start on June 1. No Mow May signs are available at City Hall for citizens to borrow. Alder Cronin attended a Dane County City and Villages Association (DCCVA) meeting where a legislative proposal to public library minimum funding was discussed.

Library Director's Report:

Burkart reported that we are still waiting for more information from the city's insurance company regarding liability issues around Narcan. The library has been working with the Madison Audubon Society on a monitoring project about bird/window collisions. Burkart also shared some information about the Waunakee Public Library who have been receiving complaints and negative publicity about LGBTQ books in their collection.

Old Business:

- *Preliminary discussion of the 2024 Library budget*
The board briefly discussed 2024 budget ideas and will discuss further at future board meetings.
- *Discussion and possible action regarding the 2023 planned closure dates*

A motion was made by Conwell, seconded by Voss to add Saturday, May 27 to the 2023 closed dates due to planned outages from the SCLS move to a new facility on that date. Motion carried.

New Business:

- *Discussion and possible action regarding the 2023 adjacent county reimbursement*

A motion was made by Conwell, seconded by Jones to approve SCLS billing adjacent counties for reimbursement in 2023. Motion carried.

Adjournment:

A motion was made by Conwell, seconded by Voss to adjourn. Motion carried. Meeting was adjourned at 8:07pm. Next meeting will be held on May 3 at 6:30pm.

Library board approved:

VERONA PUBLIC LIBRARY
DIRECTOR'S REPORT
April 2023

I. Collection Development

Number of items added and deleted in March 2023.

Item Type	Added	Deleted
Books	890	612
Audio	21	33
Software	16	1
Video/DVD	57	148
Other (kits, etc.)	14	0
Magazines	140	114
TOTAL	1138	908
YTD	3297	3839

II. Circulation

Circulation

	2023	2022	2021	2020	2019
January	47,722	46,024	29,669	49,255	44,153
February	46,003	42,218	28,925	46,500	44,487
March	52,026	49,314	36,647	29,964	49,074
April		47,514	31,448	2,021	46,215
May		42,775	32,633	8,861	43,274
June		52,827	52,142	18,507	55,425
July		52,448	52,220	29,609	59,493
August		55,184	51,007	31,025	53,415
September		45,066	42,894	31,115	44,582
October		42,440	43,527	34,075	46,108
November		43,939	43,507	28,171	44,084
December		42,000	39,089	28,194	42,479
Total	145,751	561,749	483,708	337,297	572,789

New Library Cards

	2023	2022	2021	2020	2019
January	188	119	27	184	121
February	137	149	36	161	109
March	176	155	24	74	133
April		129	36	9	118
May		140	71	18	96
June		344	179	33	225
July		239	160	58	164
August		206	129	57	167
September		141	105	51	150
October		150	99	50	110
November		144	64	18	108
December		122	87	31	83
Total	501	2038	1017	744	1584

Holdings

	2023	2022	2021	2020	2019
January	14,929	15,139	18,260	14,651	13,725
February	13,005	11,617	17,130	12,246	12,081
March	13,586	12,878	18,193	7,277	12,569
April		12,098	15,698	5,645	11,811
May		11,820	14,236	10,869	11,636
June		11,984	13,328	13,616	12,378
July		11,735	11,621	15,910	12,447
August		13,389	13,510	15,672	12,577
September		12,506	13,252	16,166	12,001
October		11,924	13,304	16,502	11,919
November		12,888	12,679	16,108	12,016
December		10,313	11,069	14,567	9,859
Total	41,520	148,291	172,280	159,229	135,160

III. Reference

Statistics, March 24 – April 20:

Test Proctoring: 8 exams

Outer Library Loans: 40 requests

Personal Archiving Lab Sessions: 0

Social Media & Email Engagement:

Facebook: 4,656 followers, 59 posts/events

Twitter: 1,744 followers, 0 tweets

Instagram: 1,511 followers, 6 posts/reels/stories

Events Newsletter 1: 10,112 recipients

Events Newsletter 2: 10,089 recipients

Library Visits

	2023	2022	2021	2020	2019
January	16,114	10,780	0	18,887	17,062
February	21,270	11,193	0	18,969	16,673
March	16,188	13,628	0	0	19,993
April		16,488	2,889	0	20,038
May		12,366	5,015	0	19,355
June		16,624	11,757	2,850	23,672
July		17,057	13,407	6,765	23,853
August		18,830	13,267	*	22,506
September		13,890	10,746	*	18,496
October		14,009	10,346	*	19,540
November		15,729	9,371	0	18,531
December		13,552	10,562	0	16,780
Total	53,502	174,146	87,360	47,471	236,499

Reference Questions

	2023	2022	2021	2020	2019
January	1,640	1,061	821	3,152	2,218
February	2,034	1,653	924	1,632	2,117
March	1,821	1,758	1,347	1,974	1,937
April		1,226	948	24	2,454
May		1,117	1,085	116	2,660
June		2,183	2,200	846	3,642
July		1,691	2,365	2,431	2,662
August		2,075	1,847	2,039	3,721
September		1,341	1,543	2,521	2,359
October		1,566	581	2,045	3,213
November		1,628	458	1,060	2,321
December		1,356	721	1,092	1,978
TOTAL	5,495	18,655	14,840	18,932	31,282

Meeting Room Use

	2023	2022	2021	2020	2019
January	474	164	-	616	568
February	607	206	-	565	531
March	468	272	-	286	596
April		305	-	-	671
May		328	-	-	631
June		314	-	-	547
July		316	-	-	542
August		411	-	-	524
September		327	-	-	542
October		398	-	-	706
November		453	-	-	601
December		396	-	-	529
TOTAL	1,549	5,912	2,021	3,487	9,007

IV. Personnel and Staff Development

Julie met with future UW summer practicum student Tori Tiso, who will start in early May.

Marissa and Julie interviewed candidates for the open Outreach Assistant position.

Lizzy attended a webinar called "Beyond Diversity 101."

Jess attended "Homeless De-Escalation 401: Managing Your Own Emotions During Conflict," led by Ryan Dowd this month. She also watched the recording of "Reading from the Ears Up: Appeal of the Audio Book".

Mark attended the following webinars: "Expand Content Discovery & Leverage Patron Interests with Libby", "Deep Search & Notify Me in Libby", "Library of Things Software Demo".

V. Equipment and Physical Facilities

We had most of the upholstered chairs and love seats in the children's area professionally cleaned this month.

VI. Administration and Internal Operations

Stacey and the management team worked on revised drafts of the Meeting Room Use Policy and the Study Room Use Policy for library board review.

VII. Marketing and Public Relations

This month Abby created online and print promotional materials for 33 library events.

Katie and Olivia made a book display celebrating Earth Month.

Amy T, Stacey, Mark, Julie, Dain, Maureen and Tonja contributed short reviews to the Verona Press for a monthly staff recommendations write-up.

VIII. System and Interagency Cooperation

Trudy attended the Verona Area Chamber of Commerce Ambassador meeting and Networking Lunch.

Trudy attended the Beyond the Page collaborative grant meeting, Beyond the Page is an endowment fund that supports Humanities programming in Dane County Libraries.

Marissa presented at the UW-Whitewater Early Childhood Conference.

IX. Fundraising

The staff 5K Run/Walk planning team have been working hard to organize and promote our big fundraising event of the year, taking place on Saturday, May 13. Volunteers are still needed as course supporters.

X. Events, Programs and Exhibits

Kid's Events and Programs:

1000 Books before Kindergarten

7 kids were registered this month, bringing the total number of registrants to 2446.

Magical Tea Party

Friday, March 24, 10:30 am and 1:30 pm

Enjoy stories, songs, a craft, and some tea party treats with a special guest! Fancy, whimsical, or magical attire is encouraged. Geared to ages 2-8.

Attendees: 41, 52

Favorite Books and Bites: Front Desk

Monday, March 27, 4:00 – 5:00 pm

Discuss the Front Desk 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: 10

Toddler Art and Play

Tuesday, March 28, 10:00 – 11:00 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: 78

Early Reader Book Club

Tuesday, March 28, 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. For children ages 5-7.

Attendees: 8

Minecraft Club

Thursday, April 6, 4:00 pm

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

Attendees: 23

Music and Movement Story Time

Tuesday, April 11, 10:30 – 11:00 am

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

Attendees: 28

Pokemon Club

Thursday, April 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: 51

Child Development Story Time: Bugs

Friday, April 14, 9:30 – 10:00 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: 29

Insects Up Close

Sunday, April 16, 1:30 – 2:15 pm

The UW Insect Ambassadors will share amazing facts about insects and give you the chance to view (and hold!) a variety of bugs. Insect Ambassadors is a graduate-student run outreach group through UW Madison Department of Entomology. Geared to ages 3 and up.

Attendees: 109

Bugs Galore

Monday, April 17, 4:00 – 5:00 pm

Do bug crafts and activities, plus see real bugs with the UW Insect Ambassadors, a graduate-student run outreach group through UW Madison Department of Entomology! Geared to ages 6 – 11.

Working with the UW Insect Ambassadors these two days was a positive experience.

Attendees: 46

Early Reader Book Club: Bug Edition

Tuesday, April 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. For children ages 5 - 7.

Attendees: 9

Tween Craft: Bug Bites

Wednesday, April 19, 7:00 – 6:45 pm

Create your own edible bug! We will provide candy, frosting, and other snack foods and you will design your own insect creation. Ages 8-11. *One feedback form said, "The kids loved it and creating this insect bug out of all the cool materials."*

Attendees: 13

Raindrop Tour – Where Does the Stormwater Go?

Saturday, April 22, 10:00 – 11:00 am

Kids can learn about the path of rainwater by learning about the Enviroscape Model, doing a raindrop tour, and hearing a reading of the book "All the Way to the Ocean." Presented by Zach Topel and Rachel Clark from AECOM (Verona's City Engineering Consultant). Geared to ages 5 - 12.

Attendees: 19

Toddler Art and Play: Bugs

Tuesday, April 25, 10:00 – 11:00 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: 113

Family Art: Butterflies

Tuesday, April 25, 4:00 – 4:45 pm

Kids and their caregivers can get creative together with a different art project each month. Art can be messy so dress appropriately. Geared towards ages 6-9 with their adult.

Attendees: 22

Upcoming Kids' Events

Green Challenge

April 1 – April 30

Participate as one household. Each completed activity earns your household an entry ticket to win prizes like green products, outdoor experiences, garden center gift cards, and more!

Winter Story Times

March 27 – May 5, registration required

Baby Story Time: Fridays at 10:30 am and 1:00 pm (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)

Everybody Story Time: Thursdays 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)

Minecraft Club

Thursday, May 4, 4:00 pm

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

Free Comic Book Day

Saturday, May 6, 1:00 – 3:00 pm

Drop by to celebrate Free Comic Book Day! Choose some free comics for kids and teens, and do some comic themed crafts. Free comics available while supplies last. Geared to ages 6 - 18. Thanks to Westfield Comics for partnering with us so we could provide comics for our community!

Music and Movement Story Time

Tuesday, May 9, 10:30 – 11:00 am

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

Early Reader Book Club

Tuesday, May 16, 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. For children ages 5 - 7.

Child Development Story Time: Flowers

Friday, May 18, 9:30 – 10:00 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!

Favorite Books and Bites: The One and Only Ivan

Monday, May 22, 4:00 – 5:00 pm

Discuss the Front Desk 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.

Toddler Art and Play

Tuesday, May 23, 10:00 – 11:00 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.

Teen Events:

Crafty Tuesday

Tuesday, March 7, 4:00 pm

Teens used white air-dry clay to create whatever they wanted!

Attendees: 46

Teen Painting: Japanese Marbling

Wednesday, March 29, 7:00 – 8:00 pm

Teens tried the art of Suminagashi – floating ink on water and transferring it onto rice paper to make swirling, one-of-a-kind works of art.

Attendees: 7

Snacks, Buttons, and Mr. Bean

Wednesday, April 12, 3:30 – 5:00 pm

Teens watched some ridiculous Mr. Bean while creating buttons from recycled comics.

Attendees: 4

Upcoming Teen Events:

Teen Virtual Reality

Wednesday, April 26, 3:30 – 5:00 pm

You come first, you play first. While you wait for the Oculus Meta Quest 2, play on the SNES or Switch!

Crafty Tuesday

Tuesday, May 2, 4:00 pm

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

Tiny Art @ VAHS

Wednesday, May 3 & Thursday, May 4

Teens at Verona Area High School will have the opportunity to paint on some tiny canvasses.

Teen Painting: Japanese Marbling

Wednesday, May 17, 7:00 – 8:00 pm

Try Suminagashi: the art of Japanese water marbling! We'll create paper ink prints.

Adult Classes & Events:

Distance Learning English Classes for Adults

Mondays 6:00 - 7:30 pm & Tuesdays 6:00 - 8:00 pm, January 23 – May 3, 2023

Beginner Class

March 27, attendees: 6

April 3, attendees: 6

April 10, attendees: 5

Intermediate Class

March 28, attendees: 6

April 4, attendees: 8

April 11, attendees: 8

Library Yarns Craft Group

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

April 4, attendees: 4

April 12, attendees: 12

April 18, attendees: 8

Microsculpture: Opening Reception

Tuesday, April 4, 6:00 - 7:00 pm

Cake was served and enjoyed while viewing the new exhibit. Glitter tattoos were available for children.

Attendees: 120

Just Bee-lieve: Painting a Bumblebee with Watercolors

Wednesday, April 5, 6:00 - 7:30 pm

Madison artist, Emily Marie Watercolors, taught how to paint a bumblebee using watercolors. Everyone created and took home a 5" x 7" painting.

Attendees: 9

Senior Case Management Outreach

Monday, April 10, Drop in between 2:00 – 3:00 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

Smartphone Photography I

Monday, April 10, 6:00 - 8:00 pm

Tricia LaPointe, photographer and instructor at Wisconsin Union Wheelhouse Studios, gave an introduction to smartphone photography, including, shooting, editing via Snapseed, and uploading the final product.

Attendees: 9

Beneficial Backyard Bugs

Wednesday, April 12, 6:30 - 7:30 pm

Patrick Liesch, a statewide entomology specialist and director of the University of Wisconsin Insect Diagnostic Lab discussed the many ways in which insects help us out and also take a look at how common these beneficial creatures can be in our own area. This program was made possible by UW-Madison Badger Talks.

Attendees: 12

Insects, Art and Advocacy

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

Jennifer Angus, a visual artist, a professor in the Design Studies department at the University of Wisconsin-Madison, explored the ability of art to cultivate discourse on the importance of insects.

Attendees: 8

Library Knit Along: Lace Cowl

Wednesdays, April 19, 4:30 - 6:00 pm

Knitters joined to knit a simple lace cowl.

Attendees: 10

***Planting an Idea* with Authors Jerry Apps and Natasha Kassulke**

Saturday, April 22, 1:30 - 2:30 pm

Join Wisconsin authors Jerry Apps and Natasha Kassulke as they discuss their new book, *Planting an Idea: Critical and Creative Thinking About Environmental Issues*. They will show how the processes of critical and creative thinking can be used to evaluate the issues and to define potential actions and solutions of the most pressing and important matters today. Books will be available for sale and signing.

Attendees: 35

Tiny Bites for Health? On Eating Insects and the Quest for Sustainable Protein

Monday, April 24, 6:30 - 7:30 pm

Have you ever eaten insects? Although not commonplace on American plates, insects are an appropriate and important food around the globe. Farming insects for food and feed offers opportunities to improve both human health and livelihoods with fewer environmental costs than conventional livestock. Dr. Valerie Stull will explore various aspects of trends in insect consumption and highlight cutting-edge research out of the University of Wisconsin-Madison on related social, environmental, and health impacts.

Attendees: 10

Upcoming Adult Classes & Events

Distance Learning English Classes for Adults

Mondays 6:00 – 7:30 pm, Beginner, Beginner, January 23 – May 2, 2023

Tuesdays 6:00 - 8:00 pm, Intermediate, Intermediate, January 24 – May 3, 2023

This free group English class is offered mostly online using Zoom. You will practice speaking, listening, reading, writing and new vocabulary in English. Students will receive free English textbooks, at their level, in the mail. Presented in partnership with Literacy Network.

Library Yarns Craft Group

Second and Fourth Wednesdays, drop-in between 4:30 - 6:00 pm

If you enjoy knitting, crochet, embroidery, or another needlecraft, please join us at a 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.

Library Knit Along: Lace Cowl

Wednesdays, April 19, May 3, 17 and 31, 4:30 - 6:00 pm

Are you intrigued by lacework but intimidated by charts and yarn overs? Come join us as we work through how to knit a lovely but simple lace cowl. Adding lace and chart reading to your knitting skills is easier than you think and we'll do it together in the supportive environment of our library knit along.

Exhibits

Microsculpture: The insect portraits of Levon Biss - Traveling Exhibition

April 4 – 30

Microsculpture presents insects like never before. Created through a collaboration between the Oxford University Museum of Natural History and British portrait photographer Levon Biss, this series of beautifully-lit, high magnification portraits captures the microscopic form and evolutionary adaptations of insects in striking large-format, high-resolution detail. *Microsculpture: The insects portraits of Levon Biss* from the collections of Oxford University Museum of Natural History.

We have also had several classes schedule field trips to the library to see the exhibit and participate in a story time and/or scavenger hunt.

April 10, Sugar Creek 2nd grade field trip – 42 students

April 14 Sugar Creek 4th grade field trip – 110 students

April 19, Sugar Creek 1st grade field trip – 60 students

Verona's Great Outdoors - Banner Display

Banners on view April 14 – May 5

Artist Reception: Wednesday, May 3, 7:00-8:00 pm

Students of the Verona Area School District designed street banners using the theme *Verona's Great Outdoors*. Thirty designs were chosen for banners. The banners will be on exhibit in the Verona Public Library prior to being displayed on East Verona Avenue. Coordinated by Verona Area Education Foundation in partnership with the City of Verona and Verona Area School District. Sponsored by Verona Area Chamber of Commerce, Ice Age Trail Alliance, Northpointe Development, Steve Brown Apartments and anonymous donors.

Verona Area School District Art Exhibit

May 2 – 25

Students from the Verona Area School District, grades K-12 will showcase their artistic talent.

Outreach Events

Outreach story times:

Total daycare story time presentations: 6

Prairie Oaks Book Group

Thursdays, March 23 and April 20, 1:00–2:00 pm

The group read *A Week in Winter* by Maeve Binchy and *The Book Woman of Troublesome Creek* by Kim Michele Richardson.

Attendees: 3, 5

Books 'n Booze at Boulder Brewpub

Thursday, March 23, 6:00–7:00 pm

The group discussed *Dragon Hoops* by Gene Luen Yang.

Attendees: 12

YMCA After School Program at Stoner Prairie

Tuesday, March 28, 4:15–4:45 pm

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

Attendees: 15

Senior Center Book Group

Wednesday, April 12, 10:00–11:00 am

The group discussed *Murder on the Orient Express* by Agatha Christie.

Attendees: 16

YMCA After School Program at New Century/Verona Area International School

Monday, April 17, 4:15–4:45 pm

Crafts and stories at the afterschool program at NC and VAIS.

Attendees: 12

Four Winds Book Group

Tuesday, April 18, 10:00–11:00 am

The residents met to discuss *Run Rose Run* by Dolly Parton and James Patterson.

Attendees: 4

Library Card Registration at VASD Spring Carnival

Sunday, April 23, 12:00–3:00 pm

The library will be joining the Dream Bus at the high school to sign families up for library cards.

Attendees: 71

Upcoming Outreach Events**Books 'n Booze at 5th Quarter Bar & Grill**

Thursday, April 27, 6:00–7:00 pm

The group will be discussing *An Unwanted Guest* by Shari Lapena.

YMCA After School Program at Stoner Prairie

Tuesday, May 2, 4:15–4:45 pm

Crafts and stories at the afterschool program at Stoner Prairie.

Senior Center Book Group

Wednesday, May 10, 10:00–11:00 am

The group will be reading *The Mystery of Mrs. Christie* by Marie Benedict.

YMCA After School Program at New Century/Verona Area International School

Monday, May 15, 4:15–4:45 pm

Crafts and stories at the afterschool program at NC and VAIS.

Four Winds Book Group

Tuesday, May 16, 10:00–11:00 am

The residents will meet to discuss *Every Living Thing* by James Herriot.

Prairie Oaks Book Group

Thursday, May 25, 1:00–2:00 pm

The group will be reading *Camino Island* by John Grisham.

Verona Public Library
Meeting Room Use Policy

I. Introduction

The Verona Public Library, in accordance with its mission, offers space for community meetings, programs, or events of an educational, cultural, or civic nature.

Meeting rooms are intended primarily for library programs, events, or meetings. The meeting rooms are also a community asset, and the Library Board of Trustees wishes to encourage their use by area community groups when not in use for library functions. Requests are considered in the following order:

1. City of Verona, Dane County, or other governmental units
2. All other individuals, organizations or groups that meet the use requirements set forth in this policy.

To ensure the rooms are available to all members of our community and to ensure they remain clean and functional, the Verona Public Library Board of Trustees sets forth the following rules governing the use of the library meeting rooms.

II. Definition and Description of Rooms Available

The library has two (2) meeting rooms. The library defines a meeting as a group with more than eight (8) people in attendance.

(A) Community Room

The Community Room has a standing capacity of 182 people and seats 100 people.

Furniture & equipment: tables and chairs, lectern, screen, Blu-Ray player, wireless Internet access, overhead projector, microphone and amplification system, hearing loop, and kitchenette with refrigerator and microwave.

(B) Conference Room

The Conference Room seats 16 people.

Furniture & equipment: tables, chairs, whiteboard, and overhead projector.

III. Reservation of Rooms and Hours Available

(A) Meeting rooms require a reservation before use. Walk-in reservations may be available.

(B) Reservations may be made up to two (2) months in advance in person, online through the library website, via email, or over the telephone.

(C) Responsibility for the room lies with the patron who reserves the room. Registering to use a meeting room confirms that the Responsible Party has read, understands, and accepts the Meeting Room Use Policy.

(D) A person must be at least 18 years of age to reserve a meeting room. Any minors occupying a meeting room must have adequate adult supervision.

(E) An organization or group may reserve a meeting room no more than 26 times in a calendar year. The only exceptions will be for meetings of City of Verona governmental units.

(F) Groups and organizations may not schedule several alternative meeting times. The time and date of each meeting must be firm when a room is booked.

(G) The meeting rooms are available during the library's regularly scheduled hours of operation. All groups must be out of the rooms fifteen (15) minutes prior to closing time. The only exceptions will be for meetings of City of Verona governmental units. The library may permit a group or organization to arrive up to one (1) hour prior to the library's regular hours of operation, provided there is library staff available.

- (H) In the event of severe weather, the library retains the right to cancel or limit the time a group or organization has reserved for meeting room use. If possible, the library will attempt to contact the Responsible Party in advance of severe weather cancellations.

IV. Rules of Use

- (A) Businesses may use the meeting rooms for not-for-profit activities.
 - 1. Meetings, programs, or events for which payment is required for attendance, or any form of solicitation is made for potential clients, products or services, or the future sales of commercial products or services, are prohibited.
 - 2. Use of meeting rooms as a place to conduct regular business or as a place to hold office hours is also prohibited.
- (B) Only library or governmental meetings, programs, or events may involve monetary solicitation, sale of items, or fundraising activities.
- (C) Meeting rooms may be reserved and used by residents of the South Central Library System area and by residents of other counties that provide funding to the Verona Public Library.
- (D) Gatherings must be open to the public.
- (E) Events of a strictly social nature such as parties, weddings, bridal or baby showers, etc. are not permitted.
- (F) Groups or organizations holding any function at the library must be prepared to provide and pay for qualified ADA interpreters or other accommodations if requested to do so. The library is not responsible for providing an interpreter or other accommodations for groups using the library's meeting room space.
- (G) Meetings or programs that would interfere with the library's operation by causing excessive noise, a safety hazard, or security risk are prohibited. The library retains the right to stop meetings or programs that are disruptive.
- (H) Groups or organizations using meeting rooms must comply with all library policies. Failure to do so will result in suspension or termination of an individual's meeting room privileges.
- (I) Use of a meeting room by any group or organization does not in any way constitute an endorsement by the library of the group or organization, its activities, or of the ideas and opinions expressed during the course of meetings or programs held at the library.
- (J) Publicity generated by a group or organization for a meeting, program, or event in a library meeting room may recite the library name, address, and appropriate room designation. Publicity may not identify or imply the library as a sponsor. The library's mailing address or phone number shall not be used as a contact information.
- (K) A sign advertising a meeting or program not sponsored by the library may be placed on the public bulletin board in the library vestibule. Any items elsewhere on the library's property will be removed.

V. Additional Rules and Conditions

- (A) Users are responsible for the setup and take-down of tables and chairs within the scheduled time for the meeting. Furniture may not be moved into or out of meeting rooms. All rooms must be restored to their original order and all equipment returned to the front desk. Excessive trash must be disposed of in the dumpster. Tables must be wiped down. Cleaning products are available in the Community Room kitchenette.
- (B) Fire and emergency exits shall not be blocked by furniture or other equipment.
- (C) No decorations, wall hangings, presentation materials, or any other items may be fastened to walls, ceilings or fixtures.

- (D) The library will not provide storage space for groups or individuals using the meeting rooms. Materials and equipment brought into the meeting rooms for use by a group are the responsibility of the group. The library is not responsible or liable for lost, stolen, or damaged personal materials or equipment left in meeting rooms. Items left behind may be placed in the lost and found.
- (E) Except in emergencies, the library staff will not accept calls or relay messages to people attending meetings.
- (F) Refreshments may be served in the Community Room and the Conference Room. Use of slow cookers or roaster ovens is permitted but must not be left unattended. Use of candles, other open flames, hotplates, electric griddles, or other direct heat sources is prohibited. The library does not provide plates, cups, utensils, etc.

VI. Charges and Fees

- (A) Use of library meeting rooms is free of charge.
- (B) If the room is damaged beyond normal wear and tear, or if library equipment is missing after a group has used the room, the library will bill the Responsible Party for repair or replacement costs. The library is the sole determinant of whether damaged furnishings or equipment can be repaired or must be replaced. The library will make all arrangements for repairs to walls, floors, furniture, etc.

This policy replaces any previous policy regarding the library meeting rooms.

Adopted April 1, 2009

Revised July 1, 2009

Revised June 3, 2015

Revised March 1, 2017

Revised June 29, 2018

Revised October 2, 2019

Verona Public Library
Meeting Room Use Policy

I. Introduction

The Verona Public Library, in accordance with its mission, ~~to enrich lives and build community by providing opportunities to discover, connect, learn, and enjoy,~~ offers space for community meetings, programs, or events of an educational, cultural, or civic nature.

Meeting rooms are intended primarily for library, ~~library-affiliated or library-sponsored/co-sponsored meetings,~~ programs, ~~or~~ events, or meetings. ~~The m~~ However, meeting rooms are also a community asset, and the Library Board of Trustees wishes to encourage their use by area community groups when not in use for library functions. Requests are considered in the following order:

1. City of Verona, Dane County, or other governmental units
- ~~2. Community non-profit educational, cultural, or civic organizations~~
- ~~3. Dane County, State of Wisconsin, and United States governmental units~~
- 4.2. All other individuals, organizations or groups that meet the use requirements set forth in this policy.

To ensure the rooms are available to all members of our community and to ensure they remain clean and functional, the Verona Public Library Board of Trustees sets forth the following rules governing the use of the library meeting rooms.

II. Definition and Description of Rooms Available

The library has two (2) meeting rooms. The library defines a meeting as a group with more than eight (8) people in attendance.

(A) Community Room

~~(A) The Community Room~~ has a standing capacity of 182 people and seats. ~~With tables and chairs the room will seat 100 people or 50 people on each side.~~

a. Furniture & equipment: ~~Along with tables and chairs, the following items are available for use in this space:~~ lectern, ~~movie screen-sized white boards~~ screen, flat panel TV, Blu-Ray player, wireless Internet access, overhead projector, microphone and amplification system, Hear-hearing ~~U~~ loop, and kitchenette with refrigerator ~~and~~ microwave.

~~b. This room can be used in whole or parceled into two separate rooms referred to as A or B. When separated, A holds 99 people and B holds 83 people. When the room is divided, side A has access to the audio-visual equipment and side B has access to the kitchenette.~~

(B) Conference Room

The Conference Room seats 16 people.

~~with~~ Furniture & equipment: tables, ~~and~~ chairs, ~~and contains a~~ whiteboard, ~~and~~ overhead projector.

III. Reservation of Rooms and Hours Available

(A) Meeting rooms require a reservation before use. Walk-in reservations may be available.

(B) Reservations may be made up to two (2) months in advance in person, online through the library website, via email, or over the telephone.

~~(C) Walk-in reservations are acceptable.~~

~~(D)~~ (C) Responsibility for the room lies with the patron who reserves the room. Registering to use a meeting room confirms that the Responsible Party has read, understands, and accepts the Meeting Room Use Policy, ~~and also consents agreement to pay the library all monetary compensation due to damage, additional custodial services, or any other billable reason stated in this policy.~~

- ~~(E)~~(D) _____ A person must be at least 18 years of age to reserve a meeting room. Any minors occupying a meeting room must have adequate adult supervision.
- ~~(F)~~(E) _____ An organization or group may reserve a meeting room no more than ~~20~~ 26 times in a calendar year. The only exceptions will be for meetings of City of Verona governmental units.
- ~~(G)~~(F) _____ Groups and organizations may not schedule several alternative meeting times. The time and date of each meeting must be firm when a room is booked.
- ~~(H)~~(G) _____ The meeting rooms are available during the library's regularly scheduled hours of operation. All groups must be out of the rooms fifteen (15) minutes prior to closing time. The only exceptions will be for meetings of City of Verona governmental units. The library may permit a group or organization to arrive up to one (1) hour prior to the library's regular hours of operation, provided there is library staff available.
- ~~(H)~~(H) _____ In the event of severe weather, the library retains the right to cancel or limit the time a group or organization has reserved for meeting room use. If possible, the library will attempt to contact the Responsible Party in advance of severe weather cancellations.

IV. Rules of Use

- (A) Businesses may use the meeting rooms for not-for-profit activities.
1. Meetings, programs, or events ~~with the intent to make money or~~ for which payment is required for attendance, or any form of solicitation is made for potential clients, products or services, or the future sales of commercial products or services, are prohibited.
 2. Use of meeting rooms as a place to conduct regular business or as a place to hold office hours is also prohibited.
- (B) Only library or governmental ~~unit affiliated, sponsored, or co-sponsored~~ meetings, programs, or events may involve monetary solicitation, sale of items, or fundraising activities.
- (C) Meeting rooms may be reserved and used by residents of the South Central Library System area and by residents of other counties that provide funding to the Verona Public Library. ~~The only exception is for meetings, programs, or events affiliated with, or sponsored/co-sponsored by the library or a governmental unit.~~
- (D) Gatherings must be open to the public.
- (E) Events of a strictly social nature such as parties, weddings, bridal or baby showers, etc. are not permitted.
- (F) Groups or organizations holding any function at the library must be prepared to provide and pay for qualified ADA interpreters or other accommodations if requested to do so. The library is not responsible for providing an interpreter or other accommodations for groups using the library's meeting room space.
- (G) Meetings or programs that would interfere with the library's operation by causing excessive noise, a safety hazard, or security risk are prohibited. The library retains the right to stop meetings or programs that ~~were approved but~~ are disruptive ~~in the same manner~~.
- (H) Groups or organizations using meeting rooms must comply with all library policies. Failure to do so will result in suspension or termination of an individual's meeting room privileges.
- (I) Use of a meeting room by any group or organization does not in any way constitute an endorsement by the library of the group or organization, its activities, or of the ideas and opinions expressed during the course of meetings or programs held at the library.
- (J) Publicity generated by a group or organization for a meeting, program, or event in a library meeting room may recite the library name, address, and appropriate room designation. Publicity may not identify or imply the library as a sponsor. The library's mailing address or phone number shall not be used as a contact information.

- (K) A sign advertising a meeting or program not sponsored by the library may be placed on the public bulletin board in the library vestibule. Any items elsewhere on the library's property will be removed ~~and destroyed~~.

V. Additional Rules and Conditions

- (A) Users are responsible for the setup and take-down of tables and chairs within the scheduled time for the meeting. ~~Library staff is not available to assist.~~ Furniture may not be moved into or out of meeting rooms. All rooms must be restored to their original order and all equipment returned to the front desk. Excessive trash must be disposed of in the dumpster. Tables must be wiped down. Cleaning products are available in the Community Room kitchenette.
- (B) Fire and emergency exits shall not be blocked by furniture or other equipment.
- (C) No decorations, wall hangings, presentation materials, or any other items may be ~~taped, stapled, glued, or in any way~~ fastened to walls, ceilings or fixtures.
- (D) The library will not provide storage space for groups or individuals using the meeting rooms. Materials and equipment brought into the meeting rooms for use by a group are the responsibility of the group. The library is not responsible or liable for lost, stolen, or damaged personal materials or equipment left in meeting rooms. Items left behind may be placed in the lost and found.
- (E) Except in emergencies, the library staff will not accept calls or relay messages to people attending meetings.
- (F) Refreshments may be served in the Community Room and the Conference Room. Use of slow cookers or roaster ovens is permitted but must not be left unattended. Use of candles, other open flames, hotplates, electric griddles, or other direct heat sources is prohibited. The library does not provide plates, cups, utensils, etc.

VI. Charges and Fees

- (A) Use of library meeting rooms is free of charge.
- (B) If the room is damaged beyond normal wear and tear, or if library equipment is missing after a group has used the room, the library will bill the Responsible Party for repair or replacement costs. The library is the sole determinant of whether damaged furnishings or equipment can be repaired or must be replaced. The library will make all arrangements for repairs to walls, floors, furniture, etc.

This policy replaces any previous policy regarding the library meeting rooms.

Adopted April 1, 2009

Revised July 1, 2009

Revised June 3, 2015

Revised March 1, 2017

Revised June 29, 2018

Revised October 2, 2019

Verona Public Library
Study Room Use Policy

I. Introduction

The Verona Public Library, in accordance with its mission, offers space for small discussion and study. To ensure the rooms are available to all members of our community and to ensure they remain clean and functional, the Verona Public Library Board of Trustees sets forth the following rules governing the use of the library study rooms.

II. Definition and Description of Rooms Available

The library has five (5) study rooms of varying sizes that seat eight (8) people or fewer. Groups of more than eight (8) must reserve a meeting room and comply with the Meeting Room Use Policy. All rooms have access to the library's free wireless Internet.

- (A) Study Room 1 seats up to four (4) people.
- (B) Study Room 2 seats up to four (4) people.
- (C) Study Room 3 seats up to eight (8) people. It has a white board and projector.
- (D) Study Room 4 seats up to eight (8) people.
- (E) Local History Room seats up to four (4) people.
- (F) Conference Room, when eight (8) or fewer people are in attendance, can be used as additional study room space. It has a white board and projector.

III. Reservation of Rooms and Hours Available

- (A) Study rooms require a reservation before use. Walk-in reservations may be available.
- (B) Reservations may be made up to two (2) months in advance in person, online, or over the telephone.
- (C) Responsibility for the room lies with the patron who reserves the room. Registering to use a study room confirms that the Responsible Party has read, understands, and accepts the Study Room Use Policy and also agrees to pay the library all monetary compensation due to damage, additional custodial services, or any other billable reason stated in this policy.
- (D) A person must be at least 14 years of age to occupy a study room.
- (E) Study rooms are available during the library's regularly scheduled hours of operation. All groups must be out of the rooms fifteen (15) minutes prior to closing time.
- (F) If the patron does not arrive within fifteen (15) minutes of the scheduled time, the reservation may be canceled and the room made available for other patrons.
- (G) Patrons are expected to vacate the room at the end of their reservation.
- (H) Reservations may be made for up to four (4) hours per day. Reservation extensions may be requested at the end of the reservation time.
- (I) If the room is vacated prior to the reservation's end time, the room may be made available for other users.
- (J) In the event of severe weather, the library retains the right to cancel or limit the time a patron has reserved for study room use. If possible, the library will attempt to contact the Responsible Party in advance of severe weather cancellations.

IV. Rules of Use

- (A) The study rooms are intended for the purposes of quiet study and discussion.
- (B) Furniture may not be brought into or removed from a study room without approval from library staff.
- (C) Food and drink are permitted in accordance with the Verona Public Library Public Behavior Policy.

- (D) Patrons who use the study rooms are expected to leave the rooms in their original order.
- (E) The library will not provide storage for patrons using the study rooms.
 - 1. The library is not responsible or liable for lost, stolen, or damaged personal materials or equipment left in study rooms. Items left behind may be placed in the lost and found.
 - 2. Patrons who leave the room unattended for more than 30 minutes will forfeit their reservation. Patrons who need to leave the library during their reserved time can reschedule a reservation.
- (F) Use of study rooms as a place to conduct regular business or as a place to hold office hours is prohibited.
- (G) Individuals using study rooms must comply with all library policies. Failure to do so will result in suspension or termination of an individual's study room privileges.

V. Charges and Fees

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- (B) If the room is damaged beyond normal wear and tear, or if library equipment is missing after a room has been used, the library will bill the Responsible Party for repair or replacement costs. The library is the sole determinant of whether damaged furnishings or equipment can be repaired or must be replaced. The library will make all arrangements for repairs to walls, floors, furniture, etc.

This policy replaces any previous policy regarding the library study rooms.

Adopted April 1, 2009

Revised July 1, 2009

Revised May 2, 2012

Revised May 1, 2013

Revised June 3, 2015

Revised March 1, 2017

Revised June 29, 2018

Verona Public Library
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- (D) Patrons who use the study rooms are expected to leave the rooms in their original order.
- (E) The library will not provide storage for patrons using the study rooms.
 - 1. The library is not responsible or liable for lost, stolen, or damaged personal materials or equipment left in study rooms. Items left behind may be placed in the lost and found.
 - 2. Patrons who leave the room unattended for more than 15-30 minutes will forfeit their reservation. Patrons who need to leave the library during their reserved time can reschedule a reservation.
- (F) Use of study rooms as a place to conduct regular business or as a place to hold office hours is prohibited.
- (G) Individuals using study rooms must comply with all library policies. Failure to do so will result in suspension or termination of an individual's study room privileges.

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