

AGENDA

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

**Wednesday, November 1, 2023 at 6:30 p.m.
Library Conference Room**

Call to order

- Approval of the Regular Meeting Minutes of 10/4/23
- Review and approval of the October 2023 invoices
- Public Comments
- City Council Liaison's report
- Library Director's report
- Old Business
 1. Discussion and possible action regarding the 2024 library budget
- New Business
 1. Discussion and possible action regarding the Head of Reference job description
 2. Discussion and possible action regarding the Adult Program Coordinator job description
 3. Discussion and possible action regarding the 2024 hours of operation and planned closures

Library Board Meeting Notes

Wednesday, October 4, 2023 at 6:30 p.m. Library Conference Room

Attendees:

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

Absent: Fuller

Agenda:

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

Approval of the Regular Meeting Minutes of 9/6/23

A motion was made by: Jones seconded by: Spencer Motion Carried

Review and approval of the September 2023 invoices

A motion was made by: Cronin seconded by: Jones Motion Carried

Public Comments

City Council Liaison's report

COLA options have been discussed and approvals for city budgeting pending. Salary surveys have been reviewed and options for 2024 and 2025 budgets being discussed. October 21st eWaste event at Public Works.

Library Director's report

Carpeting is in!! New scheduling software is getting implemented. Discussed upcoming survey of library patrons.

Old Business

- Discussion and possible action regarding the 2024 library budget
 - No new items discussed. Final budget approval required at Nov 1 meeting.

New Business

- Discussion and possible action regarding Dane County standards
 - Reviewed changes to DC Standards. Discussions on origins of changes.
 - A motion was made by: Conwell seconded by: Voss Motion Carried Unanimous

Adjournment:

- A motion was made by: Spencer seconded by: Jones Motion Carried

Library Board approved:

Christopher Hopp, President

Rikki Conwell, Vice President

Kyle Jones, Secretary

Teresa Voss, School District Representative

Kate Cronin, Alderperson

Karen Spencer

Regina Fuller

Kyle will be up next

VERONA PUBLIC LIBRARY
DIRECTOR'S REPORT
October 2023

I. Collection Development

Number of items added and deleted in September 2023:

Item Type	Added	Deleted
Books	628	758
Audio	8	16
Software	1	17
Video/DVD	37	43
Other (kits, etc.)	10	16
Magazines	124	261
TOTAL	808	1111
YTD	9512	11866

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	46,674	47,514	31,448	2,021	46,215
May	44,226	42,775	32,633	8,861	43,274
June	59,454	52,827	52,142	18,507	55,425
July	58,102	52,448	52,220	29,609	59,493
August	58,081	55,184	51,007	31,025	53,415
September	45,429	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	457,717	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	152	129	36	9	118

May	142	140	71	18	96
June	290	344	179	33	225
July	218	239	160	58	164
August	212	206	129	57	167
September	141	141	105	51	150
October		150	99	50	110
November		144	64	18	108
December		122	87	31	83
Total	1006	2038	1017	744	1584

Holds

	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	12,658	12,098	15,698	5,645	11,811
May	13,483	11,820	14,236	10,869	11,636
June	13,854	11,984	13,328	13,616	12,378
July	14,445	11,735	11,621	15,910	12,447
August	13,607	13,389	13,510	15,672	12,577
September	13,587	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	95,817	148,291	172,280	159,229	135,160

III. Reference

Library Visits

	2023	2022	2021	2020	2019
January	16,114	10,780	0	18,887	17,062
February	15,945	11,193	0	18,969	16,673
March	18,160	13,628	0	0	19,993
April	18,062	16,488	2,889	0	20,038
May	16,049	12,366	5,015	0	19,355
June	24,827	16,624	11,757	2,850	23,672
July	20,232	17,057	13,407	6,765	23,853
August	18,782	18,830	13,267	*	22,506
September	14,707	13,890	10,746	*	18,496
October	13,413	14,009	10,346	*	19,540
November		15,729	9,371	0	18,531
December		13,552	10,562	0	16,780
Total	176,291	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	2,235	1,226	948	24	2,454
May	2,031	1,117	1,085	116	2,660
June	2,655	2,183	2,200	846	3,642
July	1,878	1,691	2,365	2,431	2,662
August	2,280	2,075	1,847	2,039	3,721
September	1,718	1,341	1,543	2,521	2,359
October	1,681	1,566	581	2,045	3,213
November		1,628	458	1,060	2,321
December		1,356	721	1,092	1,978
TOTAL	19,973	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	626	305	-	-	671
May	470	328	-	-	631
June	370	314	-	-	547
July	423	316	-	-	542
August	474	411	-	-	524
September	244	327	-	-	542
October	347	398	-	-	706
November		453	-	-	601
December		396	-	-	529
TOTAL	4,503	5,912	2,021	3,487	9,007

Other Reference Statistics, September 22 – October 19

Computer Use: 593

Test Proctoring: 5 exams

Outer Library Loans: 49 requests

Personal Archiving Lab Sessions: 5

IV. Personnel and Staff Development

During the all staff in-service on September 29, staff participated in active shooter training provided by the Verona Police Department and toured the Verona Area High School with Teresa Voss.

The library is currently in the process of filling an open part-time Library Assistant position (40%).

Theresa is working with a new Library Page intern and his job coach. The placement is for 12 weeks and is funded through the WI Department of Workforce Development.

Julie watched a webinar called “Employment Law Basics for Libraries,” created by the Michigan Department of Education.

V. Equipment and Physical Facilities

We are still waiting for the installation of baseboard molding on the east side of the building, the delay is due an ordering error.

The new door access system & software will be installed on October 26.

VI. Administration and Internal Operations

The patron use survey is available through the library website and in paper at the service desks. We will keep the survey open through November 15.

VII. Marketing and Public Relations

Abby created 42 event graphics (website, Facebook, TV) along with related event bookmarks/flyers/signs.

The library’s “Let’s Hike Verona” challenge has 47 participants who have logged a total of 970 miles so far. The goal is to collectively hike 1200 miles – the total distance of the Ice Age Trail – during the month of October to coincide with the Ice Age Trail Alliance’s “Mammoth Hike Challenge.” The City of Verona is an official Ice Age Trail community.

Abby created a display for Banned Books week. Jenny did a book display for “Cozy vs Terrifying Halloween” books. Circulation staff created a book display titled “Morbid Curiosity” this month.

Katie contributed short reviews to the Verona Press for a monthly staff recommendations write-up.

Social Media Engagement:

Facebook: 4,936 followers, 34 posts/events

X/Twitter: 1,711 followers, 0 tweets

Instagram: 1,602 followers, 8 posts/reels/stories

Events Newsletter: 10,002 recipients

VIII. System and Interagency Cooperation

A UW iSchool student observed one of our sensory story times this month.

IX. Fundraising

Nothing to report

X. Events, Programs and Exhibits

Kid's Events and Programs:

1000 Books before Kindergarten

12 kids were registered this month, bringing the total number of registrants to 2520.

Fall I Spy Scavenger Hunt

September 3 – October 18

Mia developed another "I Spy" scavenger hunt, featuring close-up pictures of spots or items in the children's area for kids to find. Kids come back to the desk for a prize when they have found all of the pictures on the paper. Scavenger hunts are very popular, and give us a chance to highlight spots in the collection and children's area.

Attendees: 230

Fall Story Times

September 6 – October 13

Baby Story Time: 10 story times, attendees: 261, average: 26

Toddler Story Time: 11 story times, attendees: 554, average: 50

Preschool Story Time: 11 story times, attendees: 309, average: 28

Sensory Story Time: 6 story times, attendees: 119, average 20

Outdoor Story Time: 6 story times, attendees: 306, average 51

Total: 44 story times, 1,548 attendees

Read to a Dog

Saturday, September 23, 1:30 - 3:00 pm

Grab your favorite book and read to a furry friend. Independent readers can sign up for a 15 minute spot to read to a registered therapy animal. Families may share a time slot. Ages 5 and up.

Attendees: 8

Minecraft Club

Thursday, October 5, 4:00 - 5:00 pm

Ages 6 - 11. Have fun playing Minecraft and interacting with peers. Build in Minecraft based on a new challenge each session!

Attendees: 27

Read to a Dog

Saturday, October 7, 1:30 - 3:00 pm

Grab your favorite book and read to a furry friend. Independent readers can sign up for a 15-minute spot to read to a registered therapy animal. Families may share a time slot. Ages 5 and up.

Attendees: 10

Graphic Novel Club

Monday, October 9, 4:00 - 5:00 pm

For ages 8 - 11. Registration begins on 9/4. Discuss the graphic novel *Lumberjackula* by Mat Heagerty and Sam Owen, in person, plus enjoy activities and snacks related to the book. Books will be available for checkout approximately one month prior to the discussion at the youth services desk. Stop by the youth services desk to request one.

Attendees: 10

Music & Movement Story Time

Tuesday, October 10, 9:30 - 10:00 am

Join us for singing, dancing, instruments, and stories in this active story time for children and their caregivers. Ages 1-5. No registration.

Attendees: 60

Pokémon Club

Thursday, October 12, 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. No registration.

Attendees: 50

Family Solar Eclipse Fun Hour

Saturday, October 14, 11:30 am - 12:30 pm

For youth ages 6-11. Join us to experience a partial solar eclipse. The library will have self-directed eclipse-related crafts, and attendees are welcome to view the eclipse either outside the library or indoors via the Exploratorium livestream. The peak of the eclipse (43% of the sun covered) is at 11:58 am in our area. *Despite the cloudy weather that meant no outdoor viewing, participants enjoyed the activities and livestream.*

Attendees: 57

Family Halloween Slime

Thursday, October 19, 2:00 - 2:45 pm

For ages 5-7. Create spooky Halloween slime to play with at the library and to take home! If your child needs help measuring and mixing ingredients then please attend with them.

Both age levels of this program seemed to really enjoy the creative aspect of choosing their slime colors and spooky add-ins. It was a fun, easy and inexpensive program for the library.

Attendees: 34

Tween Halloween Slime

Thursday, October 19, 3:30 - 4:15 pm

For ages 8-11. Create your own custom creepy Halloween slime to take home! Add color, eyeballs, spiders, and more!

Attendees: 32

Read to a Dog

Saturday, October 21, 1:30 - 3:00 pm

Grab your favorite book and read to a furry friend. Independent readers can sign up for a 15 minute spot to read to a registered therapy animal. Families may share a time slot. Ages 5 and up.

Attendees: 13

Favorite Books and Bites: Cupcake Diaries

Monday, October 23, 4:00 - 5:00 pm

Discuss the *Cupcake Diaries* 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, October 24, 9:30 - 10:30 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: 96

Early Reader Book Club

Tuesday, October 24, 4:00 - 4:30 pm

For children ages 5-7. Library staff will read aloud longer books, lead a discussion about them, and we'll do a fun activity together. No pre-reading required.

Attendees: 9

Upcoming Kids' Events

Late Fall Story Times

November 6 – December 15

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

Toddler Story Time: Mondays and Wednesdays at 9:30 am

Preschool Story Time: Mondays and Wednesdays at 10:30 am

Sensory Story Time: Thursdays at 9:30 am

Everybody Story Time: Thursdays at 10:30 am

Kindermusik

Wednesday, October 25, 10:00 - 10:30 am

The Wonder Studio presents a demo Kindermusik class for ages 0 - 5 and accompanying adult. Older siblings are also welcome. Come sing, play, and move with us!

Tween Craft: Frankentoys

Thursday, October 26, 4:00 - 5:00 pm

For ages 8-11. Create a frankentoy! We will provide old toys and you will break them apart and make them into your own new creations. Registration required. Sign up each child separately.

Child Development Story Time: Fall

Thursday, October 26, 10:30 - 11:00 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.

Costume Dance Party

Monday, October 30, 10:00 - 10:45 am

Wear a costume and boogie to kid-friendly tunes. Geared to ages 0 – 5.

Child Development Story Time: Camping

Thursday, November 2, 10:30 - 11:00 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.

Minecraft Club

Thursday, November 2, 4:00 - 5:00 pm

Ages 6 - 11. Have fun playing Minecraft and interacting with peers. Build in Minecraft based on a new challenge each session! Bring a device to play on or borrow one of ours. Please note that the library has a limited number of devices available and can't guarantee each participant a device. Please note that while it is possible to play on a public server at Minecraft Club, library staff recommend players create their own world to play in on their devices to maximize online safety.

Tea Rex Party

Friday, November 3, 10:30 - 11:15 am, 1:00 - 1:45 pm, and 4:00 - 4:45 pm

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

Read to a Dog

Saturday, November 4, 1:30 - 3:00 pm

Grab your favorite book and read to a furry friend. Independent readers can sign up for a 15 minute spot to read to a registered therapy animal. Families may share a time slot. Ages 5 and up.

Graphic Novel Book Club

Monday, November 6, 4:00 - 5:00 pm

For ages 8 - 11. Discuss the graphic novel *Power Up* by Sam Nison, illustrated by Darnell Johnson in person, plus enjoy activities and snacks related to the book. Books will be available for checkout approximately one month prior to the discussion at the youth services desk.

Music & Movement Story Time

Tuesday, November 7, 9:30 - 10:00 am

Join us for singing, dancing, instruments, and stories in this active story time for children and their caregivers. Ages 1-5. No registration.

Dinovember Party

Thursday, November 9, 4:00 - 5:00 pm

Drop by the library for Dinosaur-themed crafts and activities! Geared for ages 2-8.

Early Reader Book Club

Tuesday, November 14, 4:00 - 4:30 pm

For children ages 5-7. Library staff will read aloud longer books, lead a discussion about them, and we'll do a fun activity together. No pre-reading required.

Pokémon Club

Thursday, November 16, 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.

Young and the Restless

Friday, November 17, 9:30 - 11:00 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.

Water Filter Activities for Kids

Saturday, November 18, 10:00 - 11:00 am

Rachel Clark and Leah Chung from AECOM will be leading an activity for children around the ages of 7-10 (and siblings) demonstrating how to make a homemade water filter out of common materials. The activity will teach how natural and engineered processes help provide us with clean water, and allow for a hands-on learning experience.

Read to a Dog

Saturday, November 18, 1:30 - 3:00 pm

Grab your favorite book and read to a furry friend. Independent readers can sign up for a 15-minute spot to read to a registered therapy animal. Families may share a time slot. Ages 5 and up.

Teen Events:

Crafty Tuesday

Tuesday, September 12, 4:00 pm

Teens made coasters from tiles and recycled comics, scrapbook pages, and graphic novels.

Attendees: 7

Teen Escape: Wednesday

Friday, October 20

Teens used their critical thinking and team-building skills in order to solve this Addams Family themed adventure!

1:00 - 2:00 pm; attendees: 6

4:30 - 5:30 pm; attendees: 6

Upcoming Teen Events:

Crafty Tuesday

Tuesday, November 7, 4:00 pm

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

Teen Among Us IRL

Friday, October 27, 7:30 - 9:30 pm

If you dare, come to the library after-hours for a dark, live-action game of Among Us. Someone is taking out browsers in the stacks. Find the imposter before it's too late! Costumes and ridiculous hats encouraged.

Teen Tiny Art

Tuesday, November 28, 7:00 - 8:00 pm

Paint a miniature masterpiece! Display your detailed canvas on a tiny easel once you are done with this relaxing hour of art.

Adult Classes & Events:

Distance Learning English Classes for Adults

Mondays 6:00 - 7:30 pm & Tuesdays 6:00 - 8:00 pm, September 11 - December 5

September 18, attendees: 16

September 19, attendees: 6

September 25, attendees: 13

September 26, attendees: 6

October 2, attendees: 16

October 3, attendees: 5

October 9, attendees: 17

October 10, attendees: 5

Library Yarns Craft Group

Tuesdays, 11:30 - 1:00 pm & Wednesdays, 4:30 - 6:00 pm

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

September 27, attendees: 10

October 3, attendees: 3

October 4, attendees: 12

October 11, attendees: 10

October 17, attendees: 7

Learn Hands-Only CPR

Wednesday, October 4, 6:30 - 7:30 pm

Fitch-Rona EMS paramedics taught how to do hands-only CPR and use an automated external defibrillator.

Attendees: 6

The Shady Secrets of an Annular Solar Eclipse

Thursday, October 5, 7:00 - 8:00 pm

Ben Senson, NASA Solar System Ambassador, discussed the annular solar eclipse and where to travel to join the inner circle of eclipse watchers.

Attendees: 16

Senior Case Management Outreach

Monday, October 9, 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: 6

An Evening with Jeff Pockat, Gaelic Harper

Tuesday, October 10, 6:30 - 7:30 pm

Jeff Pockat performed on the old wire-strung Gaelic harp and told stories about the harp, music, players, and the time in which they lived. Sponsored by Beyond the Page, Madison Community Foundation and National Endowment for the Humanities.

Attendees: 79

Stop the Bleed Training

Wednesday, October 11, 6:30 - 7:30 pm

Fitch-Rona EMS paramedics taught how to provide initial care and bleeding control to a victim of traumatic injury prior to the arrival of skilled help or in an austere environment.

Attendees: 6

Tut's Tomb and the Valley of the Kings

Thursday, October 12, 6:30 - 7:30 pm

Joe Fahey shared stories and his photos of the secret chambers and colorful hieroglyphs created for the afterlife of Egypt's greatest pharaohs, including the famous King Tut.

Attendees: 39

Library Yarns Sweater Knit Along

Wednesday, October 18, 4:30 - 6:00 pm

We are knitting two variations on a lace cardigan in baby and adult sizes. The Knit Along will meet six Wednesdays.

Attendees: 12

Pakistani Tea Time

Saturday, October 21, 11:00 - 12:00 pm

Join Huma Siddiqui, cookbook author and founder of White Jasmine, for a cooking demonstration and tasting featuring samosa and cilantro chutney. Also enjoy a tasting of pre-prepared ras malai, a popular dessert in Pakistan. White Jasmine is a local company that offers unique spices, cheeses, cooking classes, and the TV show *White Jasmine Everyday Cooking*.

Attendees: 16

Upcoming Adult Classes & Events

Distance Learning English Classes for Adults

Mondays 6:00 - 7:30 pm, Beginner, Beginner, September 11 - December 5

Tuesdays 6:00 - 8:00 pm, Intermediate, Intermediate, September 12 - December 5, 2023

This class is offered mostly online using Zoom. Practice speaking, listening, reading, and writing in English. Students will receive free English textbooks by mail. In partnership with Literacy Network.

Library Yarns Craft Group

First and Third Tuesdays, 11:30 - 1:00 pm

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

Meet up with other fiber art enthusiasts, learn new techniques, exchange ideas, or find inspiration for your next project. All skill levels welcome.

Let's Hike, Verona!

October 1 -31

We are challenging Verona and our surrounding community to hike 1,200 miles collectively during the month of October. To participate, log your miles at veronapubliclibrary.org/letshike or in the library. The library has a limited number of free step counters available at the service desk. Verona is an Ice Age Community that, together with the Ice Age Trail Alliance, enhances appreciation and awareness of the natural and scenic beauty of the 1,200-mile Ice Age National Scenic Trail. You can also sign up for the Ice Age Trail Mammoth Hike Challenge. When you hike 42 miles and visit three trail communities, you will get a special patch.

Library Yarns Sweater Knit Along

Wednesdays, October 18, November 1, 15, 29, December 6, 20, 4:30 - 6:00 pm

We will be knitting two variations on a lace cardigan in baby and adult sizes. Choose either Elizabeth Zimmermann's classic Baby Sweater on Two Needles or a grown-up version of the same cardigan, Pamela Wynne's February Lady Sweater. Registration required. Class size limited to 12 participants.

Around Wisco: Hiking the Ice Age Trail – Photojournalist Event

Wednesday, October 25, 7:00 - 8:00 pm

Photojournalist Cameron Gillie hiked the entire 1200 mile Ice Age Trail and documented the landscapes, communities, and people of Wisconsin along the way. The images featured in his book, *Around Wisco: Hiking the Ice Age Trail*, are a blend of nature photography as well as capturing storytelling images of the interesting people he met. Books will be available for sale and signing.

Funding for Clean Energy Projects

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

Now is a great time to invest in clean energy technologies. Thanks to the 2022 federal Inflation Reduction Act people can get tax credits for new and used electric vehicles, for energy efficiency and renewable energy projects. Kathy Kuntz, Director of the Dane County Office of Energy & Climate Change, will explain the available funding that can help individuals, businesses and even nonprofits reduce their energy bills.

DIY Card Making Class

Thursday, November 2, 6:00 - 7:30 pm

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

The Dane County Farmers' Market Cookbook – Author Event

Tuesday, November 7, 6:30 - 7:30 pm

Join author, Terese Allen, and discover her newest cookbook which highlights the food and celebrates the community of Madison's renowned farmers market. Books will be available for sale and signing.

The Great Pyramids of Giza

Thursday, November 9, 6:30 - 7:30 pm

The ancient Egyptian empire fascinates us, even to this day. Joe Fahey will give you a glimpse into their 3,000-year history, including the pyramids of Giza, the raided tombs in the Valley of the Kings as well as the sacred temples along the Nile.

Senior Case Management Outreach

Monday, November 13, Drop in between 2:00 – 3:00 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.

Navigate Your Healthcare with MyChart

Monday, November 13, 6:30 - 7:30 pm

Join staff from Epic, as they go through the navigation basics of MyChart. This powerful tool can help you take charge of your healthcare, and simplify health maintenance tasks. Managing your medications, viewing test results, and scheduling an appointment online can save you time. Limit 12 attendees.

Enslaved, Indentured, Free: Five Black Women on the Upper Mississippi, 1800-1850: Author Event

Thursday, November 16, 6:30 - 7:30 pm

Join author, Mary Elise Antoine, as she explores the history of slavery in the Upper Mississippi River Valley through the lives of five remarkable black women in Prairie du Chien, Wisconsin, during seminal years of the Northwest Ordinance of 1787. Books will be available for sale and signing.

UW Russian Folk Orchestra Performance

Monday, November 27, 7:00 - 8:00 pm

Join the UW Russian Folk Orchestra for an unforgettable evening of music! The UW Russian Folk Orchestra, in its 26th season, is an official University of Wisconsin-sponsored ensemble specializing in live performances of Slavic and East-European music using authentic folk instruments such as balalaikas and domras. Music CDs will be available for sale.

Saving Energy in Your Home

Thursday, November 30, 6:00 - 7:30 pm

Understand your house as a system as we examine common sources of energy loss and how air sealing and insulation work together to improve energy efficiency and comfort. Brendon Shoemaker, Residential Energy Auditor, from Project Home and Laura Paprock, Residential Energy Engineer, from Madison Gas and Electric, will also discuss simple upgrades for cost-effective energy savers. Sponsored by MG&E.

Outreach Events

Outreach story times:

Total daycare story time presentations this month: 8

Four Winds Book Group

Tuesday, September 26, 10:00 - 11:00 am

The residents met to discuss *The Women's March* by Jennifer Chiaverini.

Attendees: 6

Noel Manor Book Group

Tuesday, September 26, 10:30 - 11:30 am

The group read *The Book Woman of Troublesome Creek* by Kim Michele Richardson.

Attendees: 5

Prairie Oaks Book Group

Thursday, September 28, 1:00–2:00 pm

The group read *I Must Betray You* by Ruta Sepetys.

Attendees: 6

Books 'n Booze at Sugar River Pizza

Thursday, September 28, 6:00 - 7:00 pm

The group discussed *The Lincoln Highway* by Amor Towles.

Attendees: 18

VASD Hispanic Heritage Month Event

Sunday, October 1, 4:00 - 8:00 pm

Marissa and Addie made 18 new library cards and 3 replacement cards during this event at the Verona Area High School.

Attendees: 80

Verona Fall Fest

Friday, October 6, 4:00 - 8:00 pm

Vikki and Marissa brought an autumn-themed craft, stickers, and library calendars.

Attendees: 160

Senior Center Book Group

Wednesday, October 11, 10:00 - 11:00 am

The group discussed *Destiny of the Republic* by Candice Millard.

Attendees: 19

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

Monday, October 16, 4:15 - 4:45 pm

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

Attendees: 12

Upcoming Outreach Events**Four Winds Book Group**

Tuesday, October 24, 10:00 - 11:00 am

The residents will meet to discuss *Raft of Stars* by Andrew J. Graff.

Noel Manor Book Group

Tuesday, October 24, 10:30 - 11:30 am

The group will be reading *The Four Winds* by Kristin Hannah.

Prairie Oaks Book Group

Thursday, October 26, 1:00 - 2:00 pm

The group will be reading *The Personal Librarian* by Marie Benedict and Victoria Christopher Murray.

Books 'n Booze at Stone Porch Alehouse

Thursday, October 26, 6:00 - 7:00 pm

The group will be discussing *The Only Good Indians* by Stephen Graham Jones at the new Stone Porch Alehouse.

Main Street Trick-or-Treat

Friday, October 27, 3:00 - 5:00 pm

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

Verona Area Kids Expo

Saturday, November 4, 9:00 am - 2:00 pm

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

Senior Center Book Group

Wednesday, November 8, 10:00 - 11:00 am

The group will be reading *The Book of Lost Friends* by Lisa Wingate.

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

Monday, November 20, 4:15 - 4:45 pm

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

**Job Description: Head of Adult Services
Verona Public Library**

Typical Responsibilities of Position

The Head of Adult Services is responsible for supervising the Adult Services Team, managing the adult book collections, coordinating all adult programs and library exhibits, coordinating and teaching basic computer and technology classes, and providing direct customer service. The Head of Adult Services reports to the Library Director and is part of the library management team and of other cross-functional teams. This position requires acting as building supervisor as needed.

Duties/Examples of Work

1. Manages the Adult Services Team, which includes responsibility for reference-related training and coordinating the hiring, management, and performance evaluations.
2. Works with the Library Director to set the service and behavior expectations for the Adult Services Team.
3. Follows and communicates library policies and procedures to the Adult Services Team.
4. Develops efficient procedures, writes clear instructions, and trains, supervises, and schedules library staff within areas of responsibility.
5. Manages material purchasing budgets for the adult collection and oversees maintenance of the collection through regular weeding.
6. Regularly communicates with the Library Director to share information and receive direction.
7. Effectively oversees the planning and execution of programs, events, and exhibits for adult audiences.
8. Oversees the adult programming and adult grant fund budgets and is responsible for expending funds.
9. Coordinates and conducts library services and classes on computer and technology instruction for adults.
10. Oversees the Outer-Library Loan service and maintains efficient procedures to obtain and return materials from outside the library system.
11. Provides reader's advisory, reference, research assistance at the reference desk.
12. Assists patrons with use of library computers and electronic devices.
13. Manages the local history collection and acts as a liaison to the Verona local history group.
14. Manages exam-proctoring services for the public.
15. Improves existing and develops new, effective customer service approaches in a team environment.
16. Identifies potential areas of organizational improvement and suggests solutions.
17. Works with the Library Director, Communications Coordinator, and management team to develop library marketing priorities and initiatives.
18. Writes reports, recommendations, proposals, and grants.
19. Compiles and analyzes data and statistical information for area of responsibility and reports it to the Library Director.
20. Serves on professional and library system committees as approved by the Library Director.
21. Assists in library technology planning, implementation, and management.
22. Assists in maintaining accuracy of the public catalog and website.
23. Occasionally acts as a spokesperson for the library to news media outlets.
24. Performs other duties as assigned.

Knowledge and Abilities

1. Ability to plan, organize, train, supervise, coach, and evaluate the work of reference staff.
2. Knowledge of library methods, policies, and procedures and the ability to apply them to library operations.
3. Ability to direct the work of team members.
4. Ability to identify areas for improved service and recommend changes.
5. Ability to effectively present information and respond to questions from patrons and staff.
6. Ability to maintain confidentiality of library patron information.
7. Ability to provide inclusive and equitable services to diverse populations.

**Job Description: Head of Adult Services
Verona Public Library**

8. Ability to perform and supervise the classification of materials, reference work, and materials selection.
9. Ability to maintain a regular work schedule.
10. Ability to gather statistics, analyze information, and write professional reports.
11. Ability to use computer software and manage computer technology including but not limited to word processing, spread sheets, databases and search methods, desk top publishing, blogs, social media, and general computer troubleshooting.
12. Ability to conduct reference and reader's advisory interviews.
13. Possess outstanding interpersonal skills and the ability to maintain and foster cooperative and courteous working relationships with the public, peers and supervisors and subordinates.
14. Possess advanced knowledge of collection development and of library principles, procedures, technology, goals and philosophy of services.
15. Willingness to maintain skills in above-mentioned areas through active participation in appropriate continuing education activities and opportunities.
16. Professional use of English grammar and spelling.

Physical Demands

1. Keyboarding, writing, filing.
2. Near vision needed to read faded type, font size 12 or smaller on item labels, regular reading on computer monitors.
3. Far vision needed to observe patrons in need of assistance from a distance of 20 feet or further.
4. Use of telephone.
5. Occasional travel to meetings outside the library.

Mental Demands

1. Ability to comprehend and follow verbal and written instructions from supervisors.
2. Ability to interpret technical regulations, procedures, and instructions.
3. Ability to effectively communicate ideas and information both in written and verbal form.
4. Ability to create and understand spreadsheets to analyze statistical data and library budgets.
5. Ability to identify areas for improved service and recommend changes.
6. Ability to set priorities in order to meet assignment deadlines.
7. Ability to adapt and work effectively in a dynamic environment.

Environmental/Working Conditions

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

Equipment Used

Computers, Microsoft Office software, online databases, library automation system, audiovisual and digitization equipment, printer, copy machine, fax machine, telephone, stepstool, book truck, etc.

Education and Experience

1. Master of Library Science from an American Library Association accredited institution.
2. Previous library experience is required.
3. Customer service experience required.
4. Previous personnel management is preferred.
5. Spanish language proficiency is preferred.

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

**Job Description: Head of Adult Services
Verona Public Library**

Library Board Approved May 7, 2014
Revised May 3, 2017
Revised August 3, 2022

Job Description: Head of ~~Adult Reference~~ Services Verona Public Library

Typical Responsibilities of Position

The Head of ~~Reference-Adult~~ Services is responsible for supervising the ~~Reference-Adult~~ Services Team, managing the adult book collections, coordinating all adult programs and library exhibits, coordinating and teaching basic computer and technology classes, and providing direct customer service. The Head of ~~Reference-Adult~~ Services reports to the Library Director and is part of the library management team and of other cross-functional teams. This position requires acting as building supervisor as needed.

Duties/Examples of Work

1. Manages the ~~Reference-Adult~~ Services Team, which includes responsibility for reference-related training and coordinating the hiring, management, and performance evaluations.
2. Works with the Library Director to set the service and behavior expectations for the ~~Reference Adult~~ Services Team.
3. Follows and communicates library policies and procedures to the ~~Reference-Adult~~ Services Team.
4. Develops efficient procedures, writes clear instructions, and trains, supervises, and schedules library staff within areas of responsibility.
5. Manages material purchasing budgets for the adult collection and oversees maintenance of the collection through regular weeding.
6. Regularly communicates with the Library Director to share information and receive direction.
7. Effectively oversees the planning and execution of programs, events, and exhibits for adult audiences.
8. Oversees the adult programming and adult grant fund budgets and is responsible for expending funds.
- ~~4-9.~~ Coordinates and conducts library services and classes on computer and technology instruction for adults.
- ~~2-10.~~ Oversees the Outer-Library Loan service and maintains efficient procedures to obtain and return materials from outside the library system.
- ~~3-11.~~ Provides reader's advisory, reference, research assistance at the reference desk.
- ~~4-12.~~ Assists patrons with use of library computers and electronic devices.
- ~~5-13.~~ Manages the local history collection and acts as a liaison to the Verona local history group.
- ~~6-14.~~ Manages exam-proctoring services for the public.
- ~~7-15.~~ Improves existing and develops new, effective customer service approaches in a team environment.
- ~~8-16.~~ Identifies potential areas of organizational improvement and suggests solutions.
- ~~9-17.~~ Works with the Library Director, Communications Coordinator, and management team to develop library marketing priorities and initiatives.
- ~~10-18.~~ Writes reports, recommendations, proposals, and grants.
- ~~11-19.~~ Compiles and analyzes data and statistical information for area of responsibility and reports it to the Library Director.
- ~~12-20.~~ Serves on professional and library system committees as approved by the Library Director.
- ~~13-21.~~ Assists in library technology planning, implementation, and management.
- ~~14-22.~~ Assists in maintaining accuracy of the public catalog and website.
- ~~15-23.~~ Occasionally acts as a spokesperson for the library to news media outlets.
- ~~16-24.~~ Performs other duties as assigned.

Knowledge and Abilities

1. Ability to plan, organize, train, supervise, coach, and evaluate the work of reference staff.
2. Knowledge of library methods, policies, and procedures and the ability to apply them to library operations.
3. Ability to direct the work of team members.

**Job Description: Head of ~~Adult Reference~~ Services
Verona Public Library**

4. Ability to identify areas for improved service and recommend changes.
5. Ability to effectively present information and respond to questions from patrons and staff.
6. Ability to maintain confidentiality of library patron information.
7. Ability to provide inclusive and equitable services to diverse populations.
8. Ability to perform and supervise the classification of materials, reference work, and materials selection.
9. Ability to maintain a regular work schedule.
10. Ability to gather statistics, analyze information, and write professional reports.
11. Ability to use computer software and manage computer technology including but not limited to word processing, spread sheets, databases and search methods, desk top publishing, blogs, social media, and general computer troubleshooting.
12. Ability to conduct reference and reader's advisory interviews.
13. Possess outstanding interpersonal skills and the ability to maintain and foster cooperative and courteous working relationships with the public, peers and supervisors and subordinates.
14. Possess advanced knowledge of collection development and of library principles, procedures, technology, goals and philosophy of services.
15. Willingness to maintain skills in above-mentioned areas through active participation in appropriate continuing education activities and opportunities.
16. Professional use of English grammar and spelling.

Physical Demands

1. Keyboarding, writing, filing.
2. Near vision needed to read faded type, font size 12 or smaller on item labels, regular reading on computer monitors.
3. Far vision needed to observe patrons in need of assistance from a distance of 20 feet or further.
4. Use of telephone.
5. Occasional travel to meetings outside the library.

Mental Demands

1. Ability to comprehend and follow verbal and written instructions from supervisors.
2. Ability to interpret technical regulations, procedures, and instructions.
3. Ability to effectively communicate ideas and information both in written and verbal form.
4. Ability to create and understand spreadsheets to analyze statistical data and library budgets.
5. Ability to identify areas for improved service and recommend changes.
6. Ability to set priorities in order to meet assignment deadlines.
7. Ability to adapt and work effectively in a dynamic environment.

Environmental/Working Conditions

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

Equipment Used

Computers, Microsoft Office software, online databases, library automation system, audiovisual and digitization equipment, printer, copy machine, fax machine, telephone, stepstool, book truck, etc.

Education and Experience

1. Master of Library Science from an American Library Association accredited institution.
2. Previous library experience is required.
3. Customer service experience required.
4. Previous personnel management is preferred.
5. Spanish language proficiency is preferred.

**Job Description: Head of ~~Adult Reference~~ Services
Verona Public Library**

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

Library Board Approved May 7, 2014
Revised May 3, 2017
Revised August 3, 2022

**Job Description: Reference Librarian - Adult Program Coordinator
Verona Public Library**

Typical Responsibilities of Position

The Reference Librarian/Adult Program Coordinator is responsible for the planning and implementation of programs geared toward adults, including library-wide events and exhibits. They will have regular shifts at the reference desk and provide direct customer service. This position requires acting as building supervisor as needed on weekends and reports directly to the Head of Adult Services.

Duties/Examples of Work

1. Provide reader's advisory, reference, and research assistance at the reference desk.
2. Assist patrons using library computers, proctor exams for patrons, and make study and meeting room reservations.
3. Effectively oversee the planning and execution of programs, events, and exhibits for adult audiences.
4. Coordinate and teach small group technology-related classes.
5. Manage the adult programming budget.
6. Regularly communicate with the Head of Adult Services to share information and receive direction.
7. Participate in library committees and team meetings.
8. Identify potential areas of organizational improvement and suggest solutions.
9. Follow and communicate library policies and procedures to library staff.
10. Assist in fundraising activities.
11. Write reports, recommendations, and proposals for the Head of Adult Services or other staff as needed.
12. Compile and analyze data and statistical information for area of responsibility.
13. Conducts library tours and assists library outreach activities as needed.
14. Attend library conferences to network and find programming and exhibit ideas and opportunities.
15. Meet with community groups and organizations to gather program and exhibit opportunities.
16. Performs other duties as assigned.

Knowledge and Abilities

1. Ability to effectively present information and respond to questions from patrons and staff.
2. Ability to use computer software and manage computer technology including but not limited to word processing, spread sheets, databases and search methods, and general computer troubleshooting.
3. Ability to conduct reference and reader's advisory interviews.
4. Ability to work independently, organize and prioritize work, pay attention to details, respond to varied/changing work demands, and make decisions as required.
5. Possess working knowledge of library principles, procedures, technologies, goals, and philosophy of services.
6. Ability to provide inclusive and equitable programs and services to diverse populations.
7. Demonstrate a willingness to maintain skills in the above-mentioned areas through active participation in appropriate continuing education activities.
8. Ability to use professional English grammar and spelling, verbal and written communication skills, and age-appropriate language with various audiences.

Physical Demands

1. Keyboarding, writing, and filing.
2. Near vision needed to read faded type, font size 12 or smaller on item labels, and regular reading on computer monitors.
3. Far vision needed to observe patrons in need of assistance from a distance of 20 feet or further.
4. Talking and hearing needed to use the telephone.

Mental Demands

1. Possess great interpersonal skills and ability to maintain and foster cooperative and courteous working relationship with the public, peers and supervisors.
2. Ability to work effectively in a constantly changing environment.

**Job Description: Reference Librarian - Adult Program Coordinator
Verona Public Library**

3. Ability to maintain confidentiality of library patron information.
4. Ability to follow detailed written or verbal instructions.
5. Ability to evaluate decisions based upon policies, experience, knowledge, training, or data.
6. Ability to identify areas for improved service and recommend changes.
7. Ability to effectively communicate ideas and information both in written and verbal form.
8. Ability to organize and prioritize work to meet assignment deadlines.
9. Ability to maintain a regular work schedule.

Environmental/Working Conditions

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

Equipment Used

Computers, Microsoft Office software, online databases, library automation system, audiovisual equipment, copy machine, scanner, fax machine, telephone, stepstool, book truck, etc.

Education and Experience

1. Master of Library Science from an American Library Association accredited institution or other related experience.
2. Customer service experience is required.
3. Spanish language proficiency is preferred.

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

Library Board Approved June 4, 2014.
Revised June 8, 2017
Revised March 4, 2020

**Job Description: Reference Librarian - Adult Program Coordinator
Verona Public Library**

Typical Responsibilities of Position

~~Reports directly to the Library Director.~~ The Reference Librarian/Adult Program Coordinator is responsible for the planning and, implementation, and coordination of programs geared toward adults, including library-wide events and exhibits. They will have regular shifts at the reference desk and provide direct customer service. This position requires acting as building supervisor as needed on weekends and reports directly to the Head of Adult Services.

~~They are part of the Library Management Team, work as a member of other cross-functional teams, and work at the Reference desk in the weekend rotation. This position requires acting as building supervisor as needed.~~

Duties/Examples of Work

1. Provide reader's advisory, reference, and research assistance at the reference desk.
2. Assist patrons using library computers, proctor exams for patrons, and make study and meeting room reservations.
- ~~1. Works with the Library Director to set the service expectations for Adult Programming.~~
3. Effectively oversees the planning and execution of programs, events, and exhibits for adult audiences.
- 2-4. Coordinate and teach small group technology-related classes.
5. Manages the adult programming and adult grant fund budgets.
- 3-6. Regularly communicate with the Head of Adult Services to share information and receive direction, and is responsible for expending funds in the spirit and timeframe of the budget or grant in which they were collected.
- ~~4. Regularly communicates with the Library Director to discuss plans, share information, and receive direction.~~
- 5-7. Participates in library committees and team meetings, to lend the adult program perspective to library plans and projects.
- 6-8. Contributes input to Management Team meetings. Identifies potential areas of organizational improvement and suggests solutions.
- 7-9. Follows and communicates library policies and procedures to library staff.
- ~~8. Provides reader's advisory, reference, research, and other patron assistance services at the Reference desk during weekend shifts or during staffing shortages.~~
- ~~9. Improves existing and develops new, effective customer service approaches in a team environment, including performing proactive customer service with library staff-initiated patron interactions.~~
- ~~10. Writes grant and award applications to fund and/or acquire library programs, events, and exhibit opportunities.~~
- 11-10. Leads or assists fundraising activities.
- 12-11. Writes reports, recommendations, and proposals for the Head of Adult Services Library Director or other staff as needed.
- 13-12. Compiles and analyzes data and statistical information for area of responsibility, and reports it to the Library Director. Presents initiatives to improve these measures.
- ~~14. Serves on professional and library system committees as assigned by the Library Director.~~
13. Conducts library tours and assists library outreach activities as needed.
- 15-14. Attends library conferences to network and find programming and, event, and exhibit ideas and opportunities.
- ~~16. Assists in library technology planning, implementation, and management.~~
- 17-15. Networks and confers. Meet with community groups and organizations in an advisory capacity leading to gather program, event, and exhibit ideas and opportunities.
- 18-16. Performs other duties as assigned.

1. Technical Abilities and Competencies Knowledge and Abilities

- ~~2. Ability to use personnel management techniques effectively including coaching, constructive conflict, reinforcement, and acknowledgment.~~

**Job Description: Reference Librarian - Adult Program Coordinator
Verona Public Library**

- ~~3. Knowledge of library methods, policies, and procedures and the ability to apply them to library operations. Knowledge of the Dewey Decimal System, Library of Congress Subject Headings, and other standardized library classification and organization systems.~~
- ~~4. Ability to direct the work of team members.~~
- ~~5. Ability to think creatively and make thoughtful decisions using policies and procedures as guides to solve unique problems within library operations.~~
- ~~6. Ability to identify areas for improved service and recommend changes by identifying problems and opportunities, reviewing possible alternative courses of action and utilizing information and resources for decision-making purposes.~~
- ~~7. Ability to give input into decisions and support decisions once made.~~
- 8.1. Ability to effectively present information and respond to questions from patrons and staff.
- ~~9. Ability to maintain confidentiality of library patron information.~~
- ~~10. Ability to follow detailed instructions.~~
- ~~11. Ability to maintain a regular work schedule.~~
- ~~12. Ability to gather statistics, analyze information, and write professional reports.~~
- ~~13. Ability to operate library specific and typical office machines and equipment properly.~~
- 14.2. Ability to use computer software and manage computer technology including but not limited to word processing, spread sheets, databases and search methods, ~~desk top publishing, blogs, social networking,~~ and general computer troubleshooting.
- 15.3. Ability to conduct reference and reader's advisory interviews.
- 16.4. Ability to work independently, organize and prioritize work, pay attention to details, respond to varied/changing work demands, and make decisions as required.
- ~~17. Possess outstanding interpersonal skills and the ability to maintain and foster cooperative and courteous working relationships with the public, peers and supervisors and subordinates.~~
- ~~18. Ability to manage numerous simultaneous projects and give effective direction to subordinates, peers, and superiors to achieve deadlines.~~
- ~~19. Ability to work in teams and take direction from peers and superiors, and consider, assimilate, and utilize input from others.~~
- 20.5. Possess advanced working knowledge of library principles, procedures, technologies, goals, and philosophy of services.
- ~~21. Keyboarding and filing ability.~~
- ~~22. Ability to drive a car and hold a valid driver's license in order to get to occasional meetings outside the library.~~
- ~~23. Willingness to maintain skills in above mentioned areas through active participation in appropriate continuing education activities and opportunities.~~
6. Professional use of English grammar and spelling. Ability to provide inclusive and equitable programs and services to diverse populations.
7. Demonstrate a willingness to maintain skills in the above-mentioned areas through active participation in appropriate continuing education activities.
- 24.8. Ability to use professional English grammar and spelling, verbal and written communication skills, and age-appropriate language with various audiences.
- ~~25. Spanish language knowledge is a plus.~~

Physical Demands of the Position

- ~~1. Bending/twisting and reaching.~~
- 2.1. Keyboarding, writing, and filing, sorting, shelving, and processing.
- ~~3. Processing, picking up, and shelving books.~~
- ~~4. Lifting and carrying 50 pounds or less.~~
- ~~5. Pushing and pulling objects weighing 300-400 pounds on wheels.~~
- ~~6. Sitting, standing, walking, stooping, kneeling, bending, and crouching.~~
- ~~7. Reaching down to the ground and up to 80 inches in height with the aid of a footstool.~~
- 8.2. Near vision needed to read faded type, font size 12 or smaller on item labels, and regular reading off on computer monitors.

**Job Description: Reference Librarian - Adult Program Coordinator
Verona Public Library**

~~9.3.~~ Far vision needed to observe patrons in need of assistance from a distance of 20 feet or further.

~~10.4.~~ Talking and hearing needed to use the telephone.

~~11. Occasional travel to meetings outside the library.~~

Mental Demands Requirements

1. Possess great interpersonal skills and ability to maintain and foster cooperative and courteous working relationship with the public, peers and supervisors.
2. Ability to work effectively in a constantly changing environment.
3. Ability to maintain confidentiality of library patron information.
4. Ability to follow detailed written or verbal instructions.
5. Ability to evaluate decisions based upon policies, experience, knowledge, training, or data.
6. Ability to identify areas for improved service and recommend changes.
7. Ability to effectively communicate ideas and information both in written and verbal form.
8. Ability to organize and prioritize work to meet assignment deadlines.
9. Ability to maintain a regular work schedule.
- ~~1. Ability to apply technical knowledge.~~
- ~~2. Ability to comprehend and follow verbal and written instructions from supervisors.~~
- ~~3. Ability to interpret technical regulations, procedures, and instructions.~~
- ~~4. Ability to identify problems and opportunities, review possible alternative courses of action before selecting one, and utilize information resources available when making decisions.~~
- ~~5. Ability to effectively communicate ideas and information both in written and verbal form.~~
- ~~6. Ability to calculate basic arithmetic problems (addition, subtraction, multiplication, division) without the aid of the calculator. Compose and understand spreadsheets with formulae to analyze statistical data and library budgets.~~
- ~~7. Ability to effectively read and understand English language information contained in emails, memoranda, reports, bulletins, etc.~~
- ~~8. Ability to develop long-range plans to solve complex problems or take advantage of opportunities.~~
- ~~9. Ability to establish systematic methods of measuring and accomplishing goals.~~
- ~~10. Ability to effectively evaluate or make independent decisions based upon policies, experience, knowledge, training, or data.~~
- ~~11. Ability to develop feasible, realistic solutions to problems; recommend actions designed to prevent problems from occurring; and refer problems to the Library Director when necessary.~~
- ~~12. Ability to set priorities in order to meet assignment deadlines.~~
- ~~13. Ability to work effectively in a constantly changing environment.~~

Environmental/Working Conditions

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

Equipment Used

Computers, Microsoft Office software, online databases, library automation system, audiovisual equipment, ~~book truck, camera, mp3 players, iPads,~~ copy machine, scanner, fax machine, telephone, stepstool, book truck, etc.

Education and Experience

1. Master of Library Science from an American Library Association accredited institution or other related experience.
- ~~2. Previous library experience is suggested.~~

Job Description: Reference Librarian - Adult Program Coordinator
Verona Public Library

- ~~3. Keyboarding and general office experience required.~~
- ~~4. Previous personnel management is suggested.~~
2. Customer service experience desired is required.
3. Spanish language proficiency is preferred.

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5.

Library Board Approved June 4, 2014.
Revised June 8, 2017
Revised March 4, 2020

2024 Library Hours of Operation and Planned Closures

Regular library hours, except where noted below:

Monday – Thursday: 9:00 am to 9:00 pm

Friday: 9:00 am to 6:00 pm

Saturday: 9:00 am to 4:00 pm

Sunday: 1:00 pm to 5:00 pm

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

Sunday, December 31: Closed for New Year's holiday

Monday, January 1, 2024: Closed for New Year's holiday

Monday, January 15: Closed for Martin Luther King Jr. Day

Sunday, March 31: Closed

Thursday, April 11: Closed for staff in-service/re-carpeting

Friday, April 12: Closed for staff in-service/re-carpeting

Sunday, May 26: Closed for Memorial Day holiday

Monday, May 27: Closed for Memorial Day holiday

Thursday, July 4: Closed for July 4 holiday

Sunday, September 1: Closed for Labor Day holiday

Monday, September 2: Closed for Labor Day holiday

Friday, November 1: Closed 9:00 – noon for staff in-service

Wednesday, November 27: Closed early at 6:00 pm

Thursday, November 28: Closed for Thanksgiving Day holiday

Friday, November 29: Closed for Thanksgiving Day holiday

Tuesday, December 24: Closed for Christmas holiday

Wednesday, December 25: Closed for Christmas holiday

Tuesday, December 31: Closed early at 6:00 pm

Wednesday, January 1, 2025: Closed for New Year's holiday

Library board approved.