

AGENDA

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

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

Call to order

- Approval of the Regular Meeting Minutes of 11/1/23
- Review and approval of the November 2023 invoices
- Public Comments
- City Council Liaison's report
- Library Director's report
- Old Business
 1. None
- New Business
 1. Discussion and possible action regarding the annual DCLS Agreement for Extension of Library Service
 2. Discussion and possible action regarding the Child Safety Policy
 3. Discussion and possible action regarding the Reference Librarian job description
 4. Discussion and possible action regarding the 2023 Library Director evaluation and 2024 goals

Library Board Meeting Notes

Wednesday, November 1, 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 6:35pm

Approval of the Regular Meeting Minutes of 10/4/23

A motion was made by: Spencer seconded by: Vos

Review and approval of the November 2023 invoices

A motion was made by: Jones seconded by: Conwell

Public Comments

City Council Liaison's report

2024 budget expected to be approved on the 23rd with 7% COLA. Tremendous growth in Verona noted (40% population since 2012). Budget is budget neutral with non-significant increases to property taxes. Public safety and works is the lion's share of the budget. Nov 13th event at library: Epic to be here to lead a session on how to use MyChart. Badger Prairie Needs Network asking for book donations for the Little Free Library. CCBC having their annual book sale the 1st and 2nd at campus.

Library Director's report

Children's carpet unavailable from provider. Looking at new samples for ordering and installation by April. Still waiting on moulding; 4 weeks to come in. City performance evaluations: Jamie Aulik, the city administrator has requested a meeting with Stacey regarding library administrator and staff evaluations. Updates on library survey response rate. Departure of Trudy Lorandos; trustees statement.

Old Business

- Action regarding the 2024 library budget.

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

New Business

- Discussion and possible action regarding the Head of Reference job description
 - A motion was made to approve by: Vos seconded by: Cronin Motion Carried
- Discussion and possible action regarding the Adult Program Coordinator job description
 - A motion was made to approve by: Spencer seconded by: Jones Motion Carried
- Discussion and possible action regarding the 2024 hours of operation and planned closures
 - A motion was made to approve by: Cronin seconded by: Vos Motion Carried

Adjournment

- A motion was made by: Vos seconded by: Spencer 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

Rikki will be up next for note taking

VERONA PUBLIC LIBRARY
DIRECTOR'S REPORT
November 2023

I. Collection Development

Number of items added and deleted in October 2023:

Item Type	Added	Deleted
Books	983	477
Audio	45	5
Software	8	0
Video/DVD	31	3
Other (kits, etc.)	3	3
Magazines	167	64
TOTAL	1237	552
YTD	10749	12418

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	47,785	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	505,502	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	170	150	99	50	110
November		144	64	18	108
December		122	87	31	83
Total	1,176	2,038	1,017	744	1,584

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	12,658	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	12,645	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	108,462	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	17,856	15,729	9,371	0	18,531
December		13,552	10,562	0	16,780
Total	194,147	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	2,028	1,628	458	1,060	2,321
December		1,356	721	1,092	1,978
TOTAL	22,001	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	601	453	-	-	601
December		396	-	-	529
TOTAL	5,104	5,912	2,021	3,487	9,007

Other Reference Statistics, October 20 – November 21

Computer Use: 688

Test Proctoring: 5 exams

Outer Library Loans: 47 requests

Personal Archiving Lab Sessions: 7

IV. Personnel and Staff Development

Ronda has been conducting interviews for the open part-time Library Assistant position.

Ronda held a Circulation Team meeting on November 14. Discussion topics included offline check out, problem item form updates, and new door access software.

Stacey, Abby, Jenny, Jess, Mia, and Tonja attended the Wisconsin Library Association Annual Conference in Middleton.

Marissa, Leah, Amy and Julie attended the Charlotte Zolotow Lecture delivered by Angeline Bouley on 10/19.

Jess attended “Wisconsin Talking Books & Braille Library: Services to patrons and public libraries” webinar on 11/2.

Mark attended the bi-annual OLL subcommittee meeting on October 31.

Tonja attended the Southwest Regional Equity Team Meeting via Zoom on November 21.

V. Equipment and Physical Facilities

A 20 foot tall Christmas tree was donated to the library by Summer’s Tree Farm in Middleton this year. The city Department of Public Works staff picked up the tree from the farm and set it up in the library.

Planning continues for the final phase of the carpet installation in April.

VI. Administration and Internal Operations

The patron use survey is available through the library website and in paper at the service desks. We extended the survey 2 weeks longer than originally planned and will close it on December 4.

VII. Marketing and Public Relations

Abby created 45 event graphics (website, Facebook, TV) along with related event bookmarks/flyers/signs.

The library’s “Let’s Hike Verona” challenge had 63 participants logged a total of 1678 miles during the month of October, surpassing the goal to collectively hike 1200 miles – the total distance of the Ice Age Trail.

Jenny created a book display titled, “Comics: A Medium, Not a Genre” and one featuring cookbooks called “Don’t Fear the Gobbler.” Katie created a book display “Classic Films for Cold Nights.” Circulation staff created a book displays featuring Witches and another highlighting the First Lines in books.

Katie, Amy T, Julie, and *Nat contributed short reviews to the Verona Press for a monthly staff recommendations write-up.

Social Media Engagement:

Facebook: 4,959 followers, 45 posts/events

X/Twitter: 1,707 followers, 0 tweets

Instagram: 1,607 followers, 3 posts/reels/stories

Events Newsletter: 9,988 recipients

VIII. System and Interagency Cooperation

Nothing to report.

IX. Fundraising

The end of year giving letters were sent out to our list of past donors. We also highlighted the library endowment fund giving opportunity through the library website, social media, and email newsletter.

X. Events, Programs and Exhibits

Kid's Events and Programs:

1000 Books before Kindergarten

27 kids were registered this month, bringing the total number of registrants to 2547.

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

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!

Attendees: 28

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.

Attendees: 12

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! No registration.

Attendees: 39

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.

Attendees: 194

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! No registration.

Attendees: 58

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!

Attendees: 33

Tea Rex Party

Friday, November 3, 10:30 – 11:15 am, 1:00 – 1:45 pm, 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.

We received several nice feedback submission forms for this program, including the following, " It was a perfect party with dancing, which including a real dancing dino, music and stories with real teacups. Programs provided by the Verona Library are fun and entertaining and give adults the opportunity to connect with the child in their lives and with other adults and children while learning."

Attendees: 51, 37, 40

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.

Attendees: 15

Graphic Novel Book Club

Monday, November 6, 4:00 – 5:00 pm

For ages 8 - 11. Discuss the graphic novel *Power Up* by Sam Nisson, 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. Stop by the youth services desk to request one.

Attendees: 10

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.

Attendees: 53

Dinovember Party

Thursday, November 9, 4:00 – 5:00 pm

Drop by the library for Dinosaur-themed crafts and activities! No registration required. Ages 2-8.

Attendees: 82

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.

Attendees: 11

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. No registration.

Attendees: 35

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. No registration.

Attendees: 80

Water Filter Activities for Kids

Saturday, November 18, 1:00 – 11:00 am

Rachel Clark and Leah Chung from AECOM (Verona's City Engineering Consultant) led an activity for children 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.

Attendees: 10

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.

Attendees: 12

Favorite Books and Bites: I Survived

Monday, November 20, 4:00 – 5:00 pm

Discuss the *I Survived* 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: 9

Toddler Art and Play: Dinosaurs

Tuesday, November 21, 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 dinosaur-themed activities. Ages 1-3.

Attendees: 87

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

Tween Craft: Bath Bombs

Wednesday, November 29, 4:00 – 4:45 pm

Ages 8-11. The only explosions here will be the joy when you give your loved one a homemade bath bomb. Choose from different scents and colors to mold your bomb to your liking. Space is limited and registration is required.

Young and the Restless

Friday, December 1, 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. No registration.

Graphic Novel Book Club

Monday, December 4, 4:00 – 5:00 pm

For ages 8 - 11. Discuss the graphic novel *Pawcasso* by Remy Lai, 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.

Music & Movement Story Time

Tuesday, December 5, 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.

Minecraft Club

Thursday, December 7, 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! Minecraft Club does not include instructions on how to play or a shared server. Bring a device to play on or borrow one of ours. Library staff recommends players create their own world to play in on their devices to maximize online safety.

Read to a Dog

Saturday, December 9, 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.

Early Reader Book Club

Tuesday, December 11, 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.

Family Graham Cracker House Decorating

Tuesday, December 12, 4:00 – 5:00 pm, 6:00 – 7:00 pm, and Friday, December 15, 4:00 – 5:00 pm
Geared toward families with children ages 5-11. We will be decorating our own "gingerbread" houses using graham crackers, frosting, and candy. Bring in your cheer and your sweet tooth! Please note that there are 3 sessions, and all sessions are the same.

Pokémon Club

Thursday, December 14, 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.

Read to a Dog

Saturday, December 16, 10:00 – 11:45 am

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.

Favorite Books and Bites: Warriors

Monday, November 20, 4:00 – 5:00 pm

Discuss the *Warriors* 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, December 19, 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.

Music Together Madtown

Wednesday, December 20, 9:30 – 10:00 am

Join Music Together Madtown for a demo class for kids! Geared toward ages 0 - 5 with parents or caregivers.

Child Development Story Time: Stars and Winter

Thursday, December 21, 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! No registration.

Young and the Restless

Friday, December 22, 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. No registration.

Bad Art Extravaganza

Thursday, December 28, 3:00 – 4:00 pm

Ages 6-11. Tired of always having to make art that is good? Come to the library to create your own messy masterpiece! Make it totally terrible or shockingly silly. Wear clothes that can get messy. Drop in or stay the entire time! No registration required.

Noon Year's Eve Party

Friday, December 29, 11:00 am – 12:00 pm

Celebrate the end of 2023 and the beginning of 2024 with dancing, activities, and refreshments! All ages! Throughout the library. No registration

Teen Events:

Crafty Tuesday

Tuesday, October 10, 4:00 pm

Teens made lights from ping pong balls, tea lights, and Sharpies.

Attendees: 21

Teen Among Us IRL

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

Teens played live-action rounds of the game Among Us, trying to figure out who the “attacker” was each round before they were able to eliminate everyone. This game involves strategy, persuasion, and a lot of observation. The teens did not want to stop at the end!

Attendees: 8

Crafty Tuesday

Tuesday, November 7, 4:00 pm

Teens used air dry clay to create sculptures!

Attendees: 17

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're done with this relaxing hour of art.

Attendees: 13

Upcoming Teen Events:

Crafty Tuesday

Tuesday, December 5, 4:00 pm

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

Taylor's B-day Bash (Library Version)

Wednesday, December 13, 4:00 – 6:00 pm

Join other Swifties in bracelet-making, bejeweling, chill trivia, and more! Feel free to dress up for our Polaroid photo booth. Stay for the entire party, or stop in as you can!

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

October 16, attendees: 13

November 6, attendees: 16

October 17, attendees: 7

November 7, attendees: 15

October 23, attendees: 14

November 13, attendees: 4

October 24, attendees: 3

November 14, attendees: 6

October 30, attendees: 14

November 20, attendees: 13

October 31, attendees: 4

November 21, attendees: 7

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.

October 25, attendees: 7

November 7, attendees: 7

October 31, attendees: 4

November 8, attendees: 10

Library Yarns Sweater Knit Along

Wednesdays, 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.

November 1, attendees: 11

November 15, attendees: 10

Around Wisco: Hiking the Ice Age Trail – Photojournalist Event

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

Photojournalist Cameron Gillie presented his stories and images from hiking the entire 1200 mile Ice Age Trail.

Attendees: 53

Funding for Clean Energy Projects

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

Kathy Kuntz, Director of the Dane County Office of Energy & Climate Change, explained the available funding that can help individuals, businesses and even nonprofits reduce their energy bills. She also answered questions and connected attendees to local resources that make it easy to go green.

Attendees: 10

Let's Hike, Verona!

October 1 -31

We challenged Verona and our surrounding community to hike 1,200 miles collectively during the month of October.

Total hikes entered: 136

Number of participants: 63

Total miles: 1,678

DIY Card Making Class

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

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

Attendees: 15

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.

Attendees: 11

The Great Pyramids of Giza

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

Joe Fahey shared facts about the 3,000-year history of the ancient Egyptian empire, including the pyramids of Giza, the raided tombs in the Valley of the Kings as well as the sacred temples along the Nile.

Attendees: 25

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 available on Medicare/Medicaid, nutrition, housing, assistance in the home, and resources in Verona and Dane County.

Attendees: 2

Navigate Your Healthcare with MyChart

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

Staff from Epic, taught navigation basics of MyChart. This powerful tool can help you take charge of your healthcare, and simplify ongoing health maintenance tasks. Managing your medications, viewing test results, and scheduling an appointment online can save you time on the phone or at the clinic.

Attendees: 4

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, this UW sponsored ensemble specializes in live performances of Slavic and East-European music using authentic folk instruments such as balalaikas and domras.

Attendees: 175

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.

Library Yarns Sweater Knit Along

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.

Verona Area High School Winter Music Recital

Tuesday, December 5, 5:00 - 6:00 pm

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

Temples of the Egyptian Gods

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

For over 2,000 years, the Egyptian Pharaohs paid homage to their gods by building lavish temples. Marvel at their immensity as Joe Fahey explains their meaning, shows you their grandeur and provides a lesson in hieroglyphics as well.

Senior Case Management Outreach

Monday, December 11, 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.

Madison Flute Choir Winter Performance

Tuesday, December 12, 6:30 - 7:30 pm

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

Smart Residential Salt Use

Thursday, December 14, 6:30 - 7:30 pm

Steve Lawton from AECOM will cover tips for using salt on your property to safely remove ice during the winter and to soften water year-round, preventing the costs of excess salt being transported to aquatic ecosystems. Learn about initiatives that local municipalities have been implementing to save money and reduce the harmful impacts of salt.

Exhibits

Verona Area School District Art Exhibit

March 1 - 22, 2024

Artwork by students from the Verona Area School District, grades K-12, will be on display.

Outreach Events

Outreach story times:

Total daycare story time presentations this month: 10

Four Winds Book Group

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

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

Attendees: 6

Noel Manor Book Group

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

The group read *The Four Winds* by Kristin Hannah.

Attendees: 4

Prairie Oaks Book Group

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

The group read *The Personal Librarian* by Marie Benedict and Victoria Christopher Murray.

Attendees: 5

Books 'n Booze at Stone Porch Alehouse

Thursday, October 26, and Thursday, November 16, 6:00 - 7:00 pm

The group discussed *The Only Good Indians* by Stephen Graham Jones and *How Minds Change* by David McRaney.

Attendees: 15, 16

Main Street Trick-or-Treat

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

Marissa and Addie dressed up as *Dragons Love Tacos* and handed out candy and stickers at this annual event.

Attendees: 475

Country View Reading Celebration

Thursday, November 2, 1:00 - 2:00 pm

Marissa was a guest community reader for two different classes at Country View for their end of quarter reading celebration.

Attendees: 33

Verona Area Kids Expo

Saturday, November 4, 9:00 am - 12:00 pm

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

Attendees: 89

Senior Center Book Group

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

The group discussed *The Book of Lost Friends* by Lisa Wingate.

Attendees: 18

Reach Dane Field Trip

Friday, November 17, 9:30 - 10:30 am

Reach Dane brought a class on a field trip for story time and time to explore the library.

Attendees: 17

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.

Attendees: 23

Upcoming Outreach Events

Four Winds Book Group

Tuesday, November 28, 10:00 - 11:00 am

The residents will meet to discuss *The Gown* by Jennifer Robson.

Noel Manor Book Group

Tuesday, November 28, 10:30 - 11:30 am

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

Prairie Oaks Book Group

Thursday, November 30, 1:00 - 2:00 pm

The group will be reading *Raft of Stars* by Andrew J. Graff.

Verona Senior Center Chili Supper

Friday, December 1, 4:00 - 6:00 pm

The library will have a craft project and stories at the Senior Center's chili supper.

Reindeer Live!

Saturday, December 9, 3:00 - 5:00 pm

The library will have a reindeer craft project at the Chamber of Commerce's annual reindeer event.

Senior Center Book Group

Wednesday, December 13, 10:00 - 11:00 am

The group will be reading *The Violin Conspiracy* by Brendan Slocumb.

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

Monday, December 18, 4:15 - 4:45 pm

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

DCLS AGREEMENT for EXTENSION OF LIBRARY SERVICE

THIS AGREEMENT made and entered into by and between the Dane County Library Board (hereinafter referred to as “the County Library Board”) and **Verona Library Board** (hereinafter “the local Library Board”) serving the municipality of Verona.

WITNESSETH:

WHEREAS the County Library Board, established by the County Board of Supervisors in accordance with sec. 43.57, Wis. Stats., is required to and does provide services to the residents of those Dane County municipalities which do not operate their own libraries; and

WHEREAS the Local Library Board, a municipal public library legally organized under sec.43.52, Wis. Stats., with a board appointed in compliance with sec 43.54, Wis Stats., is required to and does provide library services only to residents of its parent municipality, which has exempted itself from the county library tax in accordance with sec. 43.64, Wis. Stats.; and

WHEREAS the Local Library Board is able and willing to serve those in Dane County who reside in areas taxed by the county for library service, provided adequate financial arrangements are furnished; and

WHEREAS the County Library Board wishes to arrange for walk-in services for such persons;

NOW, THEREFORE, in consideration of the above premises and the mutual covenants of the parties hereinafter set forth, the receipt and sufficiency of which is acknowledged by each party for itself, the County Library Board and the Local Library Board do agree, as authorized by chapter 43 and SEC. 56.30, Wis. Stats., as follows:

1. The Local Library Board agrees to provide all on-site services, programs, collections, and facilities to residents of Dane County on the same basis as residents of its parent municipality; and honor valid borrowers’ cards as issued by the Dane County Library Service or other local participating libraries, issue and mail library cards to local residents based on applications taken at other participating libraries and forwarded to them, and accept applications for such cards, forwarding them to the Dane County Library Service or the appropriate local participating libraries.
2. The Local Library Board agrees to maintain, and provide to the Dane County Library Service accurate service, facility, and financial records, including a copy of the Annual Report filed on or before February 29, 2024 with the Wisconsin Department of Public Instruction, and records of circulation as specified in Wisconsin Statutes Section 43.12(2).
3. The Local Library Board agrees to maintain its status as a member in good standing of the South Central Library System, meeting all requirements under Section 43.15(4)(c) of the Wisconsin Statutes.
4. In exchange for the Local Library Board’s providing services under this agreement to residents of areas taxed by the county for library service, the County Library Board agrees to pay the Local Library Board the sum of \$965,968. This sum represents
 - a. The net payment due after averaging use and cost data from 2018, 2019 and 2022: \$211,456.
 - b. Subtraction of Central Service Costs: \$35,854.
 - i. *Administrative: \$6,185*
 - ii. *Delivery: \$10,299*
 - iii. *Outreach: \$19,370*
 - c. Cross-municipal usage adjustment: \$790,366.

5. In recognition of the facility expense incurred by the local library in serving non-residents, the county shall make an additional payment of \$296,592.
6. The County Library Board shall make payment by June 30, 2024.
7. This agreement shall be in effect from January 1, 2024 and shall continue in full force and effect until December 31, 2024 unless sooner terminated.

LOCAL LIBRARY BOARD

DANE COUNTY LIBRARY BOARD

BY:

BY:

President, Library Board

President, Library Board

BY:

BY:

Secretary, Library Board

Director

	Total	Payer	Description
SEC. 4	\$965,968	Dane County	Reimbursement for operation services to County residents
SEC. 5	\$296,592	Dane County	Reimbursement for facility services to County residents
TL Pymt	\$1,262,559	Dane County	Net payment

Child Safety Policy
Verona Public Library

I. Introduction

The Verona Public Library welcomes children to use its facilities and services. Parents or caregivers are responsible for supervising children using the library. The library does not serve *in loco parentis* (in place of a parent). Though staff will respond with care and concern, they cannot assume responsibility for children's safety and comfort when they are unattended.

II. Requirements and Responsibilities

- A. All children must follow the library Behavior Policy. Responsibility for the welfare and behavior of children using the library rests with the parent or caregiver.
- B. The library recommends that children using the library independently have the telephone number of a parent or caregiver and a library card account with up-to-date contact information.
- C. Children under the age of 8 must have a parent or caregiver accompanying them unless the child is participating in a library program designed for independent participation. Parents or caregivers who do not attend the program with the child must remain in the building.
- D. Children age 8 and older who are able to maintain proper library behavior may use the library unattended; otherwise a parent or caregiver should adequately supervise them.
- E. Children whose behavior violates the Public Behavior Policy will be informed of the rules, along with their accompanying parents or caregivers. If inappropriate behavior continues, staff members may ask the child to leave the library.
- F. A caregiver must be at least 12 years of age.
- G. The library's definition of supervision is within sight or sound of a child.

III. Library Staff Intervention

- A. Library staff may, as needed:
 - 1. Use reasonable judgment when estimating the age of a child or work with a child to determine their age.
 - 2. Inform children behaving inappropriately of the library rules.
 - 3. Notify parents or caregivers whose children need additional supervision.
 - 4. Contact the Police Department to assist with violations of the Behavior Policy or to ensure the safety of unattended children.
- B. Library staff will not transport any child from the library to another location.

IV. Library Closing

Parents or guardians are responsible for picking up their children from the library at the time of closing. If a child under the age of 16 has not been picked up 15 minutes after the library closes,

staff will contact the Police Department to wait with the child until they are picked up. Two staff members will wait until an officer or the child's ride arrives, whichever occurs first. Staff will be paid for this time. Library staff will document the incident. The library director may contact the parent or guardian and inform them of the policy.

This policy replaces any previous policy regarding Child Safety.

Library Board Approved on October 1, 2008.

Reviewed July 13, 2011.

Revised and approved September 5, 2012.

Revised and approved August 7, 2013.

Revised and approved October 5, 2016

Revised and approved March 4, 2020

Child Safety Policy
Verona Public Library

I. Introduction

The Verona Public Library welcomes children to use its facilities and services. Parents, ~~guardians,~~ or caregivers are responsible for ~~the behavior and welfare of supervising~~ children using the library. The ~~public~~ library does not serve *in loco parentis* (in place of a parent). Though staff will respond with care and concern, they cannot assume responsibility for children's safety and comfort when they are unattended.

II. Requirements and Responsibilities

- A. All children must follow the library Behavior Policy. Responsibility for the welfare and behavior of children using the library rests with the parent, ~~guardian,~~ or ~~responsible~~ caregiver.
- B. The library recommends that children using the library independently have the telephone number of a parent, ~~guardian,~~ or caregiver and ~~have~~ a library card account with up-~~to~~-date contact information.
- C. Children under the age of 8 ~~age 8 or younger~~ must have a parent, ~~guardian,~~ or caregiver accompanying them unless the child is participating in a library program designed for independent participation. Parents, ~~guardians,~~ or caregivers who do not attend the program with the child must remain in the building.
- D. Children age 9-8 and older who are able to maintain proper library behavior may use the library unattended; otherwise, a parent, ~~guardian~~ or ~~responsible~~ caregiver, ~~should~~ adequately supervise them.
- E. Children whose behavior violates the Public Behavior Policy ~~behaving inappropriately~~ will be informed of the rules, ~~along with their accompanying parents or caregivers.~~ ~~Parents, guardians, or caregivers accompanying the child will be informed of the rules as well.~~ If inappropriate behavior continues, staff members may ask the child to leave the library.
- F. A caregiver must be at least 12 years of age.
- G. The library's definition of supervision is within sight or sound of a child.

III. Library Staff Intervention

- A. Library staff may, as needed:
 - 1. Use reasonable judgment when estimating the age of a child or work with a child to determine their age.
 - 2. Inform children behaving inappropriately of the library rules.
 - 3. Notify parents, ~~guardians,~~ or ~~responsible~~ caregivers whose children need additional supervision.
 - 4. Contact the Police Department to assist with violations of the Behavior Policy or to ensure the safety of unattended children.

- B. Library staff will not transport any child from the library to another location.

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Parents or guardians are responsible for picking up their children from the library at the time of closing. If a child under the age of 16 has not been picked up 15 minutes after the library closes, staff will contact the Police Department to wait with the child until they are picked up. Two staff members will wait until an officer or the child's ride arrives, whichever occurs first. Staff will be paid for this time. Library staff will document the incident. The library director may contact the parent or guardian and inform them of the policy.

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Revised and approved August 7, 2013.

Revised and approved October 5, 2016

Revised and approved March 4, 2020

**Job Description: Reference Librarian
Verona Public Library**

Typical Responsibilities of Position

The Reference Librarian is primarily responsible for providing quality customer service to patrons at the Reference Desk and assists with collection development of library materials for adults. This position requires acting as building supervisor as needed on evenings and weekends and reports directly to the Head of Adult Services.

Duties/Examples of Work

1. Provide reader's advisory, reference, and research assistance to the public.
2. Locate library materials or place materials on hold for patrons.
3. Assist patrons using library computers including offering basic instruction of online library resources.
4. Plan and teach small group technology-related programs.
5. Proctor exams for patrons.
6. Make study and meeting room reservations.
7. Regularly communicate with the Head of Adult Services to share information and receive direction.
8. Attend and participate in team and staff meetings.
9. Identify potential areas of organizational improvement and suggest solutions.
10. Write reports, recommendations, and proposals.
11. Select library materials in assigned subject areas and maintain the collection using the Collection Management policy.
12. Assist in library technology planning, implementation, and management.
13. Develop efficient procedures and write clear instructions within areas of responsibility.
14. Facilitate Outer Library Loan requests.
15. Assist in maintaining accuracy of the public catalog and website.
16. Follow and communicate library policies and procedures.
17. Serve on professional and library system committees as assigned by the Library Director.
18. Perform other duties as assigned.

Knowledge and Abilities

1. Ability to find and present information effectively in response 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 knowledge of collection development and of library principles, procedures, technology, goals and philosophy of services.
6. Ability to maintain confidentiality of library patron information.
7. Ability to provide inclusive and equitable programs and services to diverse populations.
8. Ability to understand library policies and procedures and apply them to library operations.
9. Maintain skills in the above-mentioned areas through active participation in appropriate continuing education activities.
10. Ability to use professional English grammar and spelling, verbal and written communication skills, and age-appropriate language with various audiences.

**Job Description: Reference Librarian
Verona Public Library**

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. 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 and colleagues.
2. Ability to work effectively in a constantly changing environment.
3. Ability to follow detailed written or verbal instructions.
4. Ability to evaluate decisions based upon policies, experience, knowledge, training, or data.
5. Ability to identify areas for improved service and recommend changes.
6. Ability to effectively communicate information both in written and verbal form.
7. Ability to organize and prioritize work to meet assignment deadlines.
8. 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 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, and emerging library technologies.

Education and Experience

1. Master of Library and/or Information Science from an American Library Association accredited institution.
2. Customer service experience required.
3. Previous public library work experience is preferred.
4. 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 January 2, 2013.

Job Description: Reference Librarian Verona Public Library

Typical Responsibilities of Position

The Reference Librarian reports directly to the Reference Team Lead. The position Reference Librarian is primarily responsible for providing quality customer service to patrons at the for the service provided at and in association with the Reference Desk and assists with collection development of library materials for adults. The main responsibility is customer service. This position requires acting as building supervisor as needed on the evenings and weekends and reports directly to the Head of Adult Services. The position requires developing existing and new creative and effective customer service approaches in a team environment.

Typical responsibilities include: performing proactive customer service including librarian initiated patron interactions; providing patron assistance with locating library materials (both physical and online); placing holds for patrons; conducting readers advisory and suggesting additional checkouts or holds of relevant or related items; teaching patrons how to use the catalog; leading or assisting in planning, publicizing, and carrying out programming and outreach for adults; explaining library services, policies, and procedures; and answering reference and research questions in person, by phone, or through email. This position requires acting as building supervisor as needed.

Duties/Examples of Work

Regularly communicate with the Head of Adult Services to share information and receive direction.

1. Plans, organizes, and conducts library services and programs in areas of adult services.
1. Provide reader's advisory, reference, and research assistance to the public.
2. Locate library materials or place materials on hold for patrons.
3. Assist patrons using library computers including offering basic instruction of online library resources.
4. Plan and teach small group technology-related programs.
5. Proctor exams for patrons.
6. Make study and meeting room reservations.
7. Regularly communicate with the Head of Adult Services to share information and receive direction.

Make study and meeting room reservations.

2. Advises the Reference Team Lead regarding policies and procedures in area of responsibility; successfully implements decisions.
- 3.8. Attends and participates in team and cross-functional team staff meetings.
9. Identify potential areas of organizational improvement and suggest solutions.
- 4.10. Writes reports, recommendations, and proposals, and grants.
- 5.11. Develops Select library materials in assigned subject areas and maintain the collection using the Collection Management policy. by evaluating and selecting items for purchase and maintains the collection by establishing and implementing a schedule to weed the collection using the Collection Development Policy as a guide.
- 6.12. Assists in library technology planning, implementation, and management.
13. Develop efficient procedures and write clear instructions within areas of responsibility.
7. Develops efficient procedures, writes clear instructions, and trains and supervises library support staff within areas of responsibility.
8. Assists patrons in the computer lab.
9. Proctors exams for patrons.

**Job Description: Reference Librarian
Verona Public Library**

- ~~10.14. Is responsible for acquiring, filling, and returning~~ Facilitate all Outer Library Loan requests.
- ~~11. Confers with community groups in an advisory capacity.~~
- ~~12. Conducts library tours, presents programs to local groups, and performs other outreach activities for library patrons and community organizations.~~
- ~~13. Promotes library services through various types of publicity.~~
- 14.15. Assists in maintaining accuracy of the public catalog and website.
- ~~15. Provides reader's advisory, reference, research, and other patrons assistance services at the Reference Services desk, throughout the library, and at outreach locations.~~
- 16. ~~Carries out~~ Follow and communicate library policies and procedures.
- ~~17. Compiles and analyzes data and statistical information for area of responsibility and reports it to the Reference Team Lead. Presents initiatives to improve these measures.~~
- ~~18.~~ 17. Serves on professional and library system committees as assigned by the Library Director.
- ~~19.~~ 18. Performs ~~all~~ other duties as assigned.

Technical Knowledge and Abilities and Competencies

- 1. Ability to find and present information effectively in response 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.
- ~~1.~~, and superiors.
- 2.4. Ability to work independently, organize and prioritize work, pay attention to details, respond to varied/changing work demands, and make decisions as required. Ability to give and follow detailed directions.
- 5. Possess knowledge of collection development and of library principles, procedures, technology, goals and philosophy of services.
- 6. Ability to maintain confidentiality of library patron information.
- 7. Ability to provide inclusive and equitable programs and services to diverse populations.
- ~~3. Ability to maintain a regular work schedule.~~
- ~~4. Ability to gather statistics, analyze information, and write professional reports.~~
- ~~5. Ability to identify problems and opportunities, review possible alternative courses of action and utilize information and resources for decision-making purposes.~~
- ~~6. Ability to perform reference work and materials selection.~~
- ~~7. Ability to plan and teach small group technology-related programs, organize and carry out a program of library service for a designated area which includes public speaking.~~
- ~~8. Ability to maintain confidentiality of library patron information.~~
- ~~9. Ability to use computer software and manage computer technology including but not limited to word processing, spread sheets, desk top publishing, blogs, social networking, and general computer troubleshooting.~~
- ~~10. Ability to work independently and as a team, organize and prioritize work, respond to varied/changing work demands and make decisions as required.~~

**Job Description: Reference Librarian
Verona Public Library**

- ~~11.8.~~ Ability to understand library policies and procedures and apply them to library operations.
- ~~12.~~ Possess advanced knowledge and understanding of literature in a subject area and of basic library principles, procedures, technology, goals and philosophy of services.
- ~~13.~~ Possess great interpersonal skills and ability to maintain and foster cooperative and courteous working relationship with the public, peers, and supervisors.
- ~~14.~~ Ability to give effective direction to subordinates, peers, and superiors.
- ~~15.~~ Ability to work in teams and take direction from peers and superiors; and consider, assimilate, and utilize input from subordinates and other teams. Ability to provide inclusive and equitable programs and services to diverse populations.
- ~~16.~~ Ability to drive a car to get to occasional meetings outside the library
- ~~17.9.~~ Demonstrate a willingness to Maintain skills in the above-mentioned areas through active participation in appropriate continuing education activities.
- 10. Ability to use professional English grammar and spelling, verbal and written communication skills, and age-appropriate language with various audiences.
- ~~18.~~ Professional use of English grammar and spelling required.
- ~~19.~~ Spanish language knowledge desirable.

Physical Demands of the Position

- ~~1.~~ Bending/twisting and reaching.
- ~~2.1.~~ Fingering: kKeyboarding, writing, filing, sorting, shelving and processing.
- ~~3.~~ Handling: 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 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: Reading faded type, font size 12 or smaller on item labels, regular reading on computer monitors.
- 3. Far vision needed to :- Observing observe patrons in need of assistance from a distance of 20 feet or further.
- ~~9.4.~~ Talking and hearing needed to use the telephone.

Mental Demands of the Position

- ~~1.~~ Ability to apply technical knowledge.
- ~~2.~~ Ability to comprehend and follow verbal and written instructions from supervisors.
- ~~3.~~ Ability to deal with abstract and concrete variables.
- ~~4.~~ Ability to interpret technical regulations and instructions.
- ~~5.~~ Analytical Skills: identify problems and opportunities; review possible alternative courses of action before selecting one; utilize information resources available when making decisions.
- ~~6.~~ Communication Skills: effectively communicate ideas and information both in written and verbal form.
- ~~7.~~ Creative Decision-making: effectively evaluate or make independent decisions based upon experience, knowledge or training.
- ~~8.~~ Mathematical Ability: calculate basic arithmetic problems (addition, subtraction, multiplication, division) without the aid of the calculator.
- ~~9.~~ Planning and Organization Skills: develop long-range plans to solve complex problems or take advantage of opportunities; establish systematic methods of accomplishing goals.

**Job Description: Reference Librarian
Verona Public Library**

- ~~10. Problem-solving Skills: develop feasible, realistic solutions to problems; recommend actions designed to prevent problems from occurring; and refer problems to a superior when necessary.~~
- ~~11. Reading Ability: effectively read and understand information contained in memoranda, reports and bulletins, emails, etc.~~
1. Time Management: set goals, priorities, and deadlines, as well as, achieves goals, priorities, and meets deadlinesPossess great interpersonal skills and ability to maintain and foster cooperative and courteous working relationship with the public and colleagues., peers and supervisors.
2. Ability to work effectively in a constantly changing environment.
~~—Ability to maintain confidentiality of library patron information.~~
3. Ability to follow detailed written or verbal instructions.
4. Ability to evaluate decisions based upon policies, experience, knowledge, training, or data.
5. Ability to identify areas for improved service and recommend changes.
6. Ability to effectively communicate ideas and information both in written and verbal form.
7. Ability to organize and prioritize work to meet assignment deadlines.
- ~~12-8.~~ 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 an indoor environment with moderate noise levels. Position may require daytime, evening, and weekend hours.

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

Equipment Used

Computers, Microsoft Office software, online databases, library automation system, audiovisual and digitization equipment, printer, copy machine, fax machine, telephone, stepstool, book truck, etc and emerging library technologies.
~~Audiovisual equipment, computer, book truck, building security systems, calculator, camera, iPods, copy machine, fax machine, library automation system, microfilm/fiche reader/printer, telephone, stepstool.~~

Education and Experience

1. Master of Library and/or Information Science from an American Library Association accredited institution.
2. Customer service experience desired/required.
3. Previous public library work experience is preferred.
4. 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.

~~2-~~

**Job Description: Reference Librarian
Verona Public Library**

|

2023 Goals - Stacey Burkart

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

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

Administration:

1. Continue policy reviews & revisions. Complete a review of the Study Room, Program, Event, and Exhibit, Meeting Room, Public Behavior, and Child Safety policies by the end of 2023.
2. Identify existing sources of quantitative and qualitative data that could inform strategic planning initiatives.
3. Collect feedback on library services from the public via a survey and develop a strategic plan or strategic goals for the library. (Ongoing from 2022)
4. Work with the city and county on solutions around minimum funding and county appropriation. This will likely be a multi-year process.

Collection Maintenance:

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

Library Service:

1. Develop and implement programs related to the 2023 library endowment project featuring the exhibit *Microsculpture: Insect Portraits of Levon Biss* during the month of April 2023.
2. Fundraise \$10,000 for the library Endowment Fund by the end of 2023.
3. Continue to write quarterly columns for the Verona Press that focus on literacy or library related topics. (Ongoing from 2022)
4. Develop and implement an annual library marketing plan by the end of 2023.
5. Work with the library management team to assess technology the library currently offers and recommend any technology additions or changes as part of the budget process.

Facilities Management:

1. Plan and implement the second phase of the library re-carpeting project in the children's, teen, and AV areas of the library. (Ongoing from 2022)

2. Explore grant possibilities for adding a lactation pod to the Youth Services area.

Professional Development:

1. Attend a national (ALA) or state (WLA) library conference in 2023.
2. Complete continuing education credits towards Grade 1 Library Director Certification, renewal required by DPI every five years.