

AGENDA

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

**Wednesday, February 7, 2024 at 6:30 p.m.
Library Conference Room**

Call to order

- Approval of the Regular Meeting Minutes of 1/3/23
- Review and approval of the January 2024 invoices
- Public Comments
- City Council Liaison's report
- Library Director's report
- Old Business
 - None
- New Business
 1. Discussion and possible action regarding the Administrative Assistant job description
 2. Discussion and possible action regarding the 2023 DPI State of Wisconsin Library Annual Report

AGENDA

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

**Wednesday, January 3, 2024 at 6:30 p.m.
Library Conference Room**

Attendees:

Present - Cronin, Fuller, Burkart, Conwell, Hopp, Jones

Call to order: Hopp called to order at 6:36 PM

Approval of the Regular Meeting Minutes of 12/6/23:

Amended to update attendees. Kate moved to approve the amended version, Kyle second. Motion carries.

Review and approval of the December 2023 and January 2024 invoices:

Moved by Conwell, Fuller second. Motion carries.

Public Comments: None

City Council Liaison's report:

- Crosswalk markings and stop sign installed on Enterprise Drive. More work will need to be done in Spring 2024.
- City is considering purchasing the Super 8 motel that is for sale and converting into affordable, rent stabilized housing. Community input encouraged.
- Kate Cronin will not be running for re-election. Last Library Board meeting will be in April 2024.

Library Director's report:

- Survey closed with a total of 593 respondents.
 - Highest priority for respondents is adult programming and events.
 - 100s of comments that still need to be reviewed.
- Marketing plan developed has been developed by library director and library staff members, Abby and Tonya
- Developed updated working list of community group connections

Old Business:

1. Discussion of the 2024 Library Director goals:
 - Library Board will provide support to Stacey in developing a timeline for strategic plan during February 2024 meeting.

New Business:

- None

Adjournment:

A motion to adjourn was made by Cronin, seconded by Conwell. Adjournment approved at 7:45 PM.

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

Kate will take notes for February meeting.

VERONA PUBLIC LIBRARY

DIRECTOR'S REPORT

January 2024

I. Collection Development

Tonja has added new language learning kits in Tagalog, Japanese, Russian, ESL, Arabic, and Norwegian and two light therapy lamps have also been added to the adult kit collection.

Number of items added and deleted in December 2023:

Item Type	Added	Deleted
Books	619	437
Audio	33	8
Software	3	1
Video/DVD	37	6
Other (kits, etc.)	2	0
Magazines	122	42
TOTAL	816	494
YTD	12345	13750

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	44,975	43,939	43,507	28,171	44,084
December	43,655	42,000	39,089	28,194	42,479
Total	594,132	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	119	144	64	18	108
December	128	122	87	31	83
Total	1,423	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	12,971	12,888	12,679	16,108	12,016
December	11,054	10,313	11,069	14,567	9,859
Total	119,516	148,291	172,280	159,229	135,160

III. Reference

Reference Statistics, December 22 – January 25

Computer Use: 583

Test Proctoring: 5 exams

Outer Library Loans: 39 requests

Personal Archiving Lab Sessions: 5

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	22,204	16,624	11,757	2,850	23,672
July	20,232	17,057	13,407	6,765	23,853
August	22,619	18,830	13,267	*	22,506
September	14,958	13,890	10,746	*	18,496
October	17,011	14,009	10,346	*	19,540
November	16,152	15,729	9,371	0	18,531
December	16,190	13,552	10,562	0	16,780
Total	213,696	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	1,638	1,653	924	1,632	2,117
March	1,830	1,758	1,347	1,974	1,937
April	1,896	1,226	948	24	2,454
May	2,031	1,117	1,085	116	2,660
June	2,487	2,183	2,200	846	3,642
July	2,058	1,691	2,365	2,431	2,662
August	2,331	2,075	1,847	2,039	3,721
September	1,837	1,341	1,543	2,521	2,359
October	1,840	1,566	581	2,045	3,213
November	1,836	1,628	458	1,060	2,321
December	1,835	1,356	721	1,092	1,978
TOTAL	23,259	18,655	14,840	18,932	31,282

Meeting Room Use

	2023	2022	2021	2020	2019
January	474	164	-	616	568
February	487	206	-	565	531
March	524	272	-	286	596
April	506	305	-	-	671
May	509	328	-	-	631
June	422	314	-	-	547
July	423	316	-	-	542
August	538	411	-	-	524
September	172	327	-	-	542
October	512	398	-	-	706
November	528	453	-	-	601
December	495	396	-	-	529
TOTAL	5,590	5,912	2,021	3,487	9,007

IV. Personnel and Staff Development

Marissa completed her first year on the Charlotte Zolotow Award Committee. This award is given annually to the author of the best picture book text published in the United States in the preceding year.

Ayanna Cone was promoted to Library Page II, effective January 22.

Library Assistant Erin Augspurger has resigned her position effective February 1.

Theresa is hiring for an open Library Page I position.

The open Reference/Adult Program Coordinator position was posted internally on January 23.

Student Nicole Foley finished her fall practicum project researching the Verona Area School District history. Mark was her contact person throughout this project.

Tonja attended the Beyond the Page Ideas Workshop via Zoom on January 12.

Tonja attended the Southwest Regional Equity Team Meeting via Zoom on January 16.

Jess attended a WLA webinar called "Connecting 1,2,3 to A, B,C" about incorporating early math concepts into programming.

UW iSchool practicum student Cian began their spring semester hours in youth services this month.

V. Equipment and Physical Facilities

Tonja and Abby successfully completed the transition to the new events calendar and room reservation software, the new system went live on January 16.

The lactation pod has been ordered and delivery scheduled for mid May, after the new carpet has been installed in the Children's area. Once the pod arrives, the library will be creating a custom graphics wrap for it that compliments the building color scheme and design.

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

VI. Administration and Internal Operations

Both federal and state tax forms have been delivered and are available for patrons to take.

Stacey completed the 2023 DPI State of Wisconsin Library Annual Report. New to the report this year are 46 job titles for library positions. These were added to more easily be able to compare salaries and positions across the state.

VII. Marketing and Public Relations

Abby created 47 event graphics (website, Facebook, TV) along with related event bookmarks/flyers/signs.

Jenny created a book display of short poetry collections for the end of the year titled *Something Short for the end*.

Katie created a book display featuring *Modern Retellings*.

Circulation staff created a New Year book display, *What Will Your Year Bring?* and another titled, *All the World's a Stage*, featuring theater themed books.

VIII. System and Interagency Cooperation

Theresa registered for the Cataloging and Circulation ILS evaluation work groups.

Jess attended a Connecting Wisconsin Libraries meeting consisting of representatives from the Department of Public Instruction, WI Library Association Youth Services Subcommittee, and WEMTA (WI Educational Media & Technology Association).

IX. Fundraising

In 2023, the library received a total of \$23,235 in direct donations and raised an additional \$8332 during the 5K Run/Walk fundraiser for a total of \$31,567 added to the Verona Public Library Endowment fund. We have also received \$2950 in endowment donations in January 2024.

X. Events, Programs and Exhibits

Kid's Events and Programs:

1000 Books before Kindergarten

17 kids were registered this month, bringing the total number of registrants to 2572.

Winter Story Times, January 8 – March 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

Snowman Scavenger Hunt

December 1 - January 18

Paper snowmen decorated as favorite children's book characters were hidden around the children's area for kids to find. If they found them all and returned to the kids' desk, they received a snowman activity sticker.

Attendees: 475

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.

Attendees: 90

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.

Attendees: 26

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.

Families enjoyed games, coloring, crafts, activities and refreshments throughout the library. We continue to receive positive feedback each year about this event.

Attendees: 514

Minecraft Club

Thursday, January 4, 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: 25

Young and the Restless

Friday, January 5, 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: 108

Read to a Dog

Saturday, January 6, 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.

Attendees: 18

Pokémon Club

Thursday, January 11, 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.

The library received a generous donation of some valuable Pokemon cards, so Jess took a photo of the Pokemon participants with a big thank you card to send to the donor.

Attendees: 16

Music & Movement Story Time

Tuesday, January 16 (rescheduled due to snow), 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: 46

Early Reader Book Club

Tuesday, January 16, 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: 8

Young and the Restless

Friday, January 19, 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: 52

Graphic Novel Book Club

Monday, January 22, 4:00 – 5:00 pm

For ages 8 - 11. Discuss the graphic novel *Animorphs vol. 1 The Invasion by Katherine Applegate*, 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: 6

Toddler Art and Play

Tuesday, January 23, 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 25

Family Craft: Watercolor Snowflakes

Tuesday, January 23, 4:00 - 6:00 pm

For ages 5-11. Drop by the library and create colorful watercolor snowflakes! Take as much time as you need. No registration required.

Attendees: 17

Child Development Story Time: Hibernation

Friday, January 26, 9:30 – 10:00 am

Join a member of CI Pediatric Therapy Centers' staff for an interactive story time of books, songs, movement, crafts and fun! Activities will be geared towards 2-5 year olds, but all ages are welcome!

Attendees: 72

Gabby's Dollhouse Story Time

Tuesday, January 30, 10:30 – 11:00 am

Enjoy stories, songs, and activities about Gabby's Dollhouse! 20 - 25 minutes. Geared for ages 2 - 5.

Attendees: 47

Upcoming Kids' Events

Paw Patrol Story Time

Wednesday, January 31, 6:30 - 7:00 pm

Join us for stories and songs with a Paw Patrol theme designed for ages 2-5.

Minecraft Club

Thursday, February 1, 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. Please note that the library has a limited number of devices available and can't guarantee each participant a device.

Young and the Restless

Friday, February 2, 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.

Read to a Dog

Saturday, February 3, 1:30 – 3:00 pm and Tuesday, February 6, 4:00 - 5:30 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.

A third therapy dog team is going to start volunteering at the library, Bear (a Whoodle) and Mary, they'll be offering Read to a Dog on Tuesday afternoons.

Pokémon Club

Thursday, February 8, 4:00 -5:00 pm

Join fellow Pokémon fanatics for a Pokémon related activity each month. Bring your Gameboy, Switch, or learn to play the trading card game and compete against other kids! Bring your own deck or borrow one of ours. Ages 6-11.

Young and the Restless

Friday, February 9, 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.

Lunar New Year Celebration

Saturday, February 10, 9:30 – 11:30 am

Let's celebrate Lunar New Year and the Year of the Dragon! Come join the fun at this family-friendly event as students and staff from Verona Area International School (VAIS) share stories, crafts, and activities throughout the library. Story time will be at 10 am in the community room, with a repeat performance at 11 am. We hope to see you there in your favorite red attire!

Favorite Books and Bites: The Wild Robot

Monday, February 12, 4:00 - 5:00 pm

Discuss the Wild Robot 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.

Read to a Dog

Saturday, February 17, 10:00 - 11:30 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.

Graphic Novel Book Club

Monday, February 19, 4:00 - 4:45 pm

For ages 8 - 11. Discuss the graphic novel Everyday Hero Machine Boy by Irma Kniivila and Tri Vuong, plus enjoy activities and snacks related to the book. Books will be available for checkout approximately one month before the discussion. Stop by the youth services desk to request one.

Early Reader Book Club

Tuesday, February 20, 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.

Child Development Story Time: Kindness

Friday, February 23, 9:30 - 10:00 am

Join a member of CI Pediatric Therapy Centers' staff for an interactive story time of books, songs, movement, crafts and fun! Activities will be geared towards 2-5 year olds, but all ages are welcome! .

Favorite Friends

Saturday, February 24, 10:00 - 11:30 am

Meet some of your favorite book characters - Pete the Cat, Cookie Mouse, and Elephant and Piggie! Kids can visit characters throughout the library, plus do character-themed crafts and enjoy snacks. All ages.

Teen Events:

Crafty Tuesday

Tuesday, January 9, 4:00 pm

Teens layered materials, like fabric, foam, papers, etc. on canvases to create three dimensional wall art!

Attendees: 8

Teen Study Break Bundles

Tuesday, January 16

Verona Area High School & Middle Schools (VAHS, BRMS, SOMS) received relaxation bundles for students in time for the end of the quarter, including paint by sticker sheets, coloring pages, scratch notes, word searches, dot-to-dots, and a fidget!

Packets: 166

Teen Paper Lanterns

Thursday, January 25, 7:00 - 8:00 pm

Older teens had a relaxing time decorating lanterns with water color inks and tissue paper. At the end, they could not stop saying how much fun they had and how they need to make more time for art!

Attendees: 4

Sensory Friendly Film: Tarzan

Sunday, January 28, 3:00 - 4:30 pm

This showing had lights on, volume low, captions, and room for movement and noise. Teens and young adults enjoyed an inclusive movie experience!

Attendees: 2

Upcoming Teen Events:

New College Planning Strategies and ACT/SAT Test Updates (Webinar)

Wednesday, February 7, 7:00 – 8:00 pm

2024 introduces some of the most significant changes to college planning in decades. In this free webinar through College Inside Track, Join Erin Doyle, from Nuturing Wisdom, to learn about how these changes may impact your family and new strategies to consider to give your student the best opportunity to be admitted and maximize financial aid and scholarships.

Teen Chocolate Tasting

Tuesday, February 13, 4:00 - 5:00 pm

Stop over in Teen Central for a tasting of chocolate delights! Stay a while and dip a variety of snacks in our chocolate fountain!

Teen Time for All Abilities

Sunday, March 3, 3:00 - 4:30 pm

This event is for teens and young adults with additional needs or learning disabilities, accompanied by caregivers and siblings. Noise cancelling headphones and fidgets will be available. Explore a station-based drop-in program with a social skills framework. Make new friends while trying a craft, STEM activity or game, coloring, and Keva Planks!

ACT Practice for Sophomores

Tuesday, March 12, 9:30 – 1:00 pm

Sophomores, sign up now for a free ACT diagnostic test! While the juniors are taking their ACT, get a head start for your own test. The library is partnering with Galin Education to offer a realistic ACT experience. The test will take approximately 3.5 hours. Bring a calculator!

VAHS Craft Time

Tuesday, February 27 and Wednesday February 28

Students signed up for library time at Verona Area High School will have the opportunity to cover canvas pouches with jewels and Sharpie inks.

Adult Classes & Events:

Distance Learning English Classes for Adults

Mondays 6:00 - 7:30 pm & Tuesdays 6:00 - 8:00 pm, January 22 – April 30

January 22, attendees: 13

January 23, attendees: 4

Library Yarns Craft Group

First and Third 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.

January 10, attendees: 9

January 24, attendees: 11

Senior Case Management Outreach

Second Monday of each month. 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. Contact a case manager at the Verona Senior Center at 608-845-7471 with questions.

Attendees: 0

Meet Your New PAL! Using the Personal Archiving Lab at Verona Public Library

Thursday, January 11, 11:00 am - 12:00 pm

Did you know the library has equipment to digitize and preserve your old photos, recordings, and documents? Drop to see what equipment is available, the basics of digitizing some of the most popular formats, and to learn how to make a reservation to use the PAL to digitize your own memorabilia

Attendees: 17

Printmaking Workshop (Drypoint Etching)

Wednesday, January 17, 6:30 - 8:00 pm

If you can trace, you can print! Learn the art of drypoint etching using an ordinary milk jug and take home a completed project. All supplies are provided. Class size limited to 16 participants.

Attendees: 14

Are You or a Loved One Living with Hearing Loss?

Thursday, January 18, 6:30 - 8:00 pm

Hearing loss is an invisible disability that greatly affects our ability to communicate with family, friends, coworkers and our community. Members of the Madison Hearing Loss Association of America, will share essential information on hearing loss, including vital strategies to live a successful and happy life with hearing loss. There will be an opportunity for you to meet new hard of hearing friends.

Attendees: 17

Pakistani Cooking Class

Wednesday, January 24, 6:30 - 7:30 pm

Join Huma Siddiqui-Seitz, cookbook author and founder of White Jasmine, for a cooking demonstration featuring Mediterranean chicken with spices, garbanzo beans and fresh spinach, cilantro and line rice. Enjoy a tasting of all the food prepared. White Jasmine is a local company that offers unique spices, cheeses, cooking classes, and TV show *White Jasmine Everyday Cooking*. Registration required. Class size limited to 25 participants.

Attendees: 21

Upcoming Adult Classes & Events

Distance Learning English Classes for Adults

Mondays 6:00 - 7:30 pm, Beginner, Beginner, January 22 - April 29

Tuesdays 6:00 - 8:00 pm, Intermediate, Intermediate, January 23 - April 30

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

Wednesdays, January 31, February 14, 28, March 13, 27

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 Colorwork Hat Knit Along

Wednesdays, February 21, March 6, 27, April 3, 4:30 - 6:00 pm

Would you like to learn how to knit in two (or more) colors, or maybe just practice your colorwork knitting in the company of others? Join us at our new library Knit Along where we'll be learning the basic techniques of stranded colorwork (holding the yarn, achieving proper tension, reading a chart, and more) while knitting a great new winter hat.

Senior Case Management Outreach

Second Monday of each month, 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.

Blood Pressure Screening with Fitch-Rona EMS

Thursday, February 8, 10:00 - 11:00 am

Drop in between 10:00 - 11:00 am and Fitch-Rona EMS will check your blood pressure free of charge.

Valentine's Mocktails with Hodge Podge

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

Join the friendly folks from Hodge Podge as they lead you through creating deliciously flavored and aesthetically eye-catching mocktails! They'll discuss variations on the mocktails, their flavor profiles, and where to find fresh ingredients. Be the star of your next social gathering, or whip up your favorites at home for yourself! Limit 25 participants.

Visiting Wisconsin State Parks with Ross Mori

Thursday, February 15, 6:30 - 7:30 pm.

In 2021, Ross had the idea of finishing a long-term goal of hiking in all WI State Parks in one calendar year. Ross's presentation will cover all of the great state parks in Wisconsin, along with some county parks and state parks in bordering states. Ross Mori is an avid hiker, amateur photographer, and park enthusiast.

Stop the Bleed Training

Thursday, February 22, 6:30 - 7:30 pm

Stop the Bleed is a class designed for individuals with little or no medical training who may be called upon as immediate responders. Fitch-Rona EMS will teach you how to provide initial care and bleeding control to a victim of traumatic injury prior to the arrival of skilled help. Limit 10 participants.

Simple Bookmaking

Wednesday, February 28, 6:30 – 8:00 pm

Explore the limitless possibilities of the Book Arts with three deceptively straightforward book constructions: the Slit Book, the Flip-Flap Tab Book, and the Slot Strip Book. Learn to make simple handmade books without using glue or adhesive. All supplies provided. Limit 16 participants.

Meet Your New PAL! Using the Personal Archiving Lab at Verona Public Library

Thursday, February 29, 6:00 - 7:00 pm

Did you know the library has equipment to digitize and preserve your old photos, recordings, and documents? Stop by to see what equipment is available, the basics of digitizing some of the most popular formats, and to learn how to make a reservation to use the PAL to digitize your own memorabilia.

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

Noel Manor Book Group

Wednesday, December 27 and Wednesday, January 24, 10:30 - 11:30 am

The group read *A Week in Winter* by Maeve Binchy and *The Reading List* by Sara Nisha Adams.

Attendees: 4, 4

Four Winds Book Group

Tuesday, January 2 and Tuesday, January 23, 10:00 - 11:00 am

The residents met to discuss *The Wrong Side of Goodbye* by Michael Connelly and *The Mystery of Mrs. Christie* by Marie Benedict.

Attendees: 5, 5

Senior Center Book Group

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

The group discussed *The Red Address Book* by Sofia Lundberg.

Attendees: 16

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

Monday, January 22, 4:15 - 4:45 pm

Crafts and stories at the afterschool program at New Century Elementary School and Verona Area International School.

Attendees: 22

Prairie Oaks Book Group

Thursday, January 25, 1:30 - 2:30 pm

The group read *The Exiles* by Christina Baker Kline.

Attendees: 7

Upcoming Outreach Events**Books 'n Booze at Stone Porch Alehouse**

Thursday, January 25, 6:00 - 7:00 pm

The group will be discussing *Hamnet* by Maggie O'Farrell.

Senior Center Book Group

Wednesday, February 14, 10:00 - 11:00 am

The group will be reading *Memphis* by Tara M. Stringfellow.

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

Monday, February 19, 4:15 - 4:45 pm

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

Prairie Oaks Book Group

Thursday, February 22, 1:30 - 2:30 pm

The group will be reading *The Spectacular* by Fiona Davis.

Four Winds Book Group

Tuesday, February 27, 10:00 - 11:00 am

The residents will meet to discuss *Sold on a Monday* by Kristina McMorris.

Noel Manor Book Group

Wednesday, February 28, 10:30 - 11:30 am

The group will be reading *Good Night, Irene* by Luis Alberto Urrea.

Administrative Assistant Job Description Verona Public Library

Typical Responsibilities of Position

Under immediate supervision of the Library Director and general supervision of library management personnel, performing clerical, supportive, and basic administrative duties.

Duties/Examples of Work

1. Mails overdue notices to library patrons.
2. Reconciles and tracks missing library materials from the hold shelf.
3. Sends and tracks library material payments belonging to other libraries and tracks incoming payments from other libraries.
4. Responds to other South Central Library System libraries regarding problem items.
5. Reconciles the daily holds queue report (pick list).
6. Schedules regular building and equipment maintenance per the Director's approval.
7. Issues bills to patrons with fines and fees.
8. Mails holds notices and records, corrects bounced email notices and returned mail, and flags patron accounts for address updates.
Inputs Hold Authorization forms.
- ~~8-9.~~
- 9-10. Goes to City Hall and other City departments as needed to deliver and pick up paperwork.
- 10-11. Delivers weekly deposit of library funds acquired through fines, fees, donations to City Hall.
- 11-12. Creates reports using Microsoft Excel spreadsheets.
- 12-13. Takes and distributes minutes of internal Team and All Staff meetings.
- 13-14. Repairs and mends damaged library books.
- 14-15. Orders janitorial supplies.
16. ~~Opens and sorts mail~~ Collaborates with the Communication Coordinator on special projects such as the end of year mailing
17. ~~Manages library accounts sent to collections.~~
18. ~~Coordinates and schedules library volunteers.~~
- ~~15.~~
- 16-19. Updates employee handbook.
- 17-20. Performs other duties as assigned.

Knowledge and Abilities

1. Ability to use computer software and manage computer technology including but not limited to word processing, spreadsheets, and databases.
2. Possess outstanding written and verbal communication skills.
3. Ability to maintain confidentiality of library patron information.
4. Ability to follow detailed instructions.
5. Ability to maintain a regular work schedule.
6. Ability to operate library business machines properly.
7. Ability to provide inclusive and equitable services to diverse populations.
8. Ability to understand library policies and procedures and apply them to library operations.
9. Ability to work independently, organize and prioritize work, respond to varied/changing work demands and make decisions as required.
10. Possess outstanding interpersonal skills and the ability to maintain and foster cooperative and professional working relationship with peers and supervisors.
11. Ability to identify areas for improved service and recommend changes.
12. Willingness to maintain skills in above-mentioned areas by being receptive to coaching and through active participation in appropriate continuing education activities and opportunities.

13. Excellent knowledge of English grammar and spelling.

Physical Demands of the Position

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. Use of telephone.

Mental Demands of the Position

1. Ability to stay organized and prioritize tasks.
2. Ability to comprehend and follow verbal and written instructions from supervisors.
3. Ability to effectively communicate ideas and information both in written and verbal form.
4. Ability to deal with abstract and concrete variables.
5. Ability to interpret technical regulations, procedures, and instructions.
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

Computer, copy machine, fax machine, scanner, library automation system, telephone, book truck, postal meter, and stepstool.

Education and Experience

1. At least two years of study at an accredited college, university or technical school.
2. Keyboarding and general office experience.
3. Previous library experience 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 April 1, 2015.
Revised, Library Board Approved August 3, 2016
Revised, Library Board Approved November 3, 2022