

AGENDA

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

**Wednesday, March 5, 2025 at 6:30 p.m.
Library Conference Room**

Call to order

- Approval of the Regular Meeting Minutes of 2/5/25
- Review and approval of the February 2025 invoices
- Public Comments
- City Council Liaison's report
- Library Director's report
- Old Business
 1. Discussion and possible action regarding the library strategic plan
 2. Discussion and possible action regarding the Circulation Policy
- New Business
 1. none

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

Wednesday, February 5, 2025 at 6:30 p.m.
Library Conference Room

Present: Burkart, Hopp, Conwell, Braithwaite, Frey, Jones, Franke, Spencer

Call to order: 6:30 pm. Introductions for new member, Skyler Franke.

Approval of the Regular Meeting Minutes of 1/8/25

- Motion by Braithwaite, 2nd by Conwell. Motion carries.

Review and approval of the January 2025 invoices

- Motion by Conwell, 2nd by Jones. Motion carries.

Public Comments

- None

City Council Liaison's report

- Feedback soliciting city's comprehensive plan
- Idea pursued for community city located at old library with Rec Dept, Senior Services, Library

Library Director's report

- Artist in residence applications
- Remodeling project for AV upgrades
- RFP draft for space needs
- 2025 marketing plan

Old Business

- Discussion of library strategic planning and feedback regarding draft document. Draft to be revised for feedback and aimed for approval at March or April meeting.

New Business

- Discussion and possible action regarding the 2024 DPI State of Wisconsin Library Annual Report. Motion by Spencer, 2nd by Braithwaite. Motion Carries.
- Discussion and possible action regarding the RFP for a library space needs assessment. Brandon and Stacey to make final edits to RFP and share to members. Publications aimed for late February to early March.

- Discussion and possible action regarding the Circulation Policy. Motion to postpone to next month. Motion by Conwell, 2nd by Jones. Motion carries.

Motion to adjourn by Franke, 2nd by Conwell. Motion carries. Adjourned at 8:45pm.

Director's Report

Verona Public Library

February 2025

Circulation

Items Circulated	2025	2024	2023	2022	2021
January	49,310	48,218	47,722	46,024	29,669
February		47,599	46,003	42,218	28,925
March		50,433	52,026	49,314	36,647
April		45,552	46,674	47,514	31,448
May		43,352	44,226	42,775	32,633
June		57,330	59,454	52,827	52,142
July		60,127	58,102	52,448	52,220
August		55,179	58,081	55,184	51,007
September		46,523	45,429	45,066	42,894
October		47,097	47,785	42,440	43,527
November		46,203	44,975	43,939	43,507
December		44,005	43,655	42,000	39,089
Total	49,310	591,618	594,132	561,749	483,708

New Library Cards	2025	2024	2023	2022	2021
January	212	171	188	119	27
February		176	137	149	36
March		189	176	155	24
April		150	152	129	36
May		124	142	140	71
June		262	290	344	179
July		217	218	239	160
August		195	212	206	129
September		136	141	141	105
October		187	170	150	99
November		148	119	144	64
December		117	128	122	87
Total	212	2,072	1,423	2,038	1,017

Holds	2025	2024	2023	2022	2021
January	15,371	15,085	14,929	15,139	18,260
February		13,421	13,005	11,617	17,130
March		13,282	13,586	12,878	18,193
April		12,906	12,658	12,098	15,698
May		12,364	13,483	11,820	14,236
June		13,958	13,854	11,984	13,328
July		14,280	14,445	11,735	11,621
August		12,759	13,607	13,389	13,510
September		13,527	13,587	12,506	13,252
October		12,639	12,645	11,924	13,304
November		13,020	12,971	12,888	12,679
December		11,760	11,054	10,313	11,069
Total	15,371	159,001	119,516	148,291	172,280

Reference

Reference Statistics, through February 20 2024

Computer Lab Use: 662

Test Proctoring: 4 exams

Outer Library Loans: 29 requests

Personal Archiving Lab Sessions: 14

Library Visits	2025	2024	2023	2022	2021
January	18,476	16,183	16,114	10,780	0
February		18,492	15,945	11,193	0
March		19,457	18,160	13,628	0
April		17,727	18,062	16,488	2,889
May		17,169	16,049	12,366	5,015
June		23,528	22,204	16,624	11,757
July		23,261	20,232	17,057	13,407
August		22,187	22,619	18,830	13,267
September		17,053	14,958	13,890	10,746
October		19,832	17,011	14,009	10,346
November		16,116	16,152	15,729	9,371
December		15,805	16,190	13,552	10,562
Total	18,476	226,810	213,696	174,146	87,360

Reference questions	2025	2024	2023	2022	2021
January	1,338	1,929	1,640	1,061	821
February		2,161	1,638	1,653	924
March		1,989	1,830	1,758	1,347
April		2,004	1,896	1,226	948
May		1,995	2,031	1,117	1,085
June		2,638	2,487	2,183	2,200
July		2,144	2,058	1,691	2,365
August		2,242	2,331	2,075	1,847
September		1,490	1,837	1,341	1,543
October		1,804	1,840	1,566	581
November		1,340	1,836	1,628	458
December		1,431	1,835	1,356	721
TOTAL	1,338	23,394	23,259	18,655	14,840

Meeting Room Use	2025	2024	2023	2022	2021
January	647	560	474	164	-
February		674	487	206	-
March		575	524	272	-
April		569	506	305	-
May		551	509	328	-
June		519	422	314	-
July		490	423	316	-
August		499	538	411	-
September		521	172	327	-
October		676	512	398	-
November		634	528	453	-
December		591	495	396	-
TOTAL	647	6,941	5,590	5,912	2,021

Collection Management

Number of items added and deleted in January 2025:

Item Type	Added	Deleted
Books	589	612
Audio	3	2
Software	2	0
Video/DVD	23	5
Other (kits, etc.)	12	35
Magazines	130	482
TOTAL	759	1136
YTD	759	1136

Inventory continues, and is progressing quickly. Thanks in large part to Sara, Kara, and Connie, we're through all of the smaller collections and will be moving on to the large collections soon.

The library has added a new e-resource, Comics Plus. Users can enjoy unlimited, simultaneous access to thousands of digital comics, graphic novels, and manga. No holds, wait lists, or monthly borrowing limits.

Jenny is currently working on a Board Game inventory, checking on condition and choosing which games need repairs or need to be replaced.

Personnel and Staff Development

The Summer Youth Services LTE position has been posted and closes on March 5.

Amy helped a young patron find some books, then later thought of one more she thought she would like, so she brought it over to her at the puzzle table. When Amy walked away, she overheard the patron say to her mom and grandma, "The librarian and I are best friends."

Equipment and Physical Facilities

The new seating in the staff breakroom has been installed and Simon is working on the last part of the project which is adding an additional cabinet and countertop next to the refrigerator.

New blinds are being installed in the Community Room the first week of March.

The installation of new AV equipment in the Community Room will wrap up the first week of March.

Study carrels for the adult side of the library have been ordered.

Administration and Internal Operations

Stacey, Abby and the management team have a final draft of the strategic plan ready for board review.

Stacey and the management team reviewed the Circulation Policy and have updates to recommend to the board.

The Space Needs Assessment RFP was issued on February 27.

Marketing and Public Relations

This month Abby created 62 event graphics (website, Facebook, TV) with accompanying bookmarks, flyers, and signs.

Feature shared on social media and website: Artist in Residence Program

Jenny created the display, *Turning Red*, featuring books with red covers. Tonja created a display to promote the Checking Out Wisconsin State Parks at Your Library program. Maureen and Julia created a display celebrating Black History Month. Circulation staff created a display featuring romances.

Abby's article about how graphic novels and other non-book formats can help contribute to a love of reading was published in the Verona Press on February 20.

Social media engagement:

Facebook: 5,340 followers, 59 posts/events

Instagram: 1,760 followers, 5 posts/reel/story

Library System and Interagency Cooperation

Julia Lalor started as the new Reference Assistant on February 3.

The library is again participating in the *Checking Out Wisconsin State Parks at Your Library* program. We have purchased 400 day passes that are now available for patrons to pick up while supplies last.

Stacey and Jess attended Library Legislative Day on February 11 and met with state legislators to talk about the impact libraries have on our community and advocate for library funding in the state budget.

Stacey is attending a 9-week Citizen's Academy program offered by the Verona Police Department.

Stacey and Julie attended the State of the City address on February 12. Dr. Tremayne Clardy shared in his remarks that the Verona Area School District was one of just three Wisconsin school districts who have reached pre-COVID testing performance levels for reading and math, from a report published recently and featured in national news. The Verona Public Library having the highest circulation in the SCLS system (and that children's materials are 60% of that circulation) may have played a supporting role in Verona students achieving this goal.

Theresa attended the ILS Evaluation Lead Workgroup meeting on February 5. We will have a recommendation ready for our March 5 meeting, after which we will present at the All-Director's Meeting. Theresa will be presenting on the technical services aspects and what our recommendation will be.

Theresa attended a virtual site visit to the Oshkosh Public Library to see how their staff uses the ILS SirsiDynix/BlueCloud in terms of workflow as they use the staff client for acquisitions and both the web-based interface BlueCloud and the staff client for cataloging.

Mark attended the *Developing a Personal Cultural Humility Toolkit* webinar from the Wild Wisconsin Winter Web Conference.

Fundraising

Nothing to report

Exhibits

VASD Student Art Display

March 1 - March 23

On display in the main area of the library all month: come to enjoy and admire the talent and creativity of Verona's young artists!

2025 Artist-in-Residence Program

Spring: April 28 - June 6

Fall: October 10 - November 24

Library Events and Programs

Kids' Events

1000 Books before Kindergarten

6 kids were registered this month, bringing the total number of registrants to 2744.

Winter Story Times, January 13 – March 7

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

Family Story Time

Saturday, January 25, 9:30 – 10:00 am

Ages 0 - 5. Join us for Family Story Time, once a month, with books, songs, and rhymes. No registration.

Attendees: 22

Graphic Novel Party: Wings of Fire

Monday, January 27, 4:30 - 5:30 pm

For ages 8-11. Registration required. Join us at the library for a celebration of the graphic novel series Wings of Fire! We will have activity stations with crafts, snacks, and trivia.

Attendees: 27

Toddler Art and Play

Tuesday, January 28, 9:30 am

Ages 1-3. Toddler Art and Play is a drop-in program that includes messy process art and sensory play for toddlers ages 1-3. We recommend wearing clothes that can get messy.

Attendees: 86

Read to a Dog

Wednesday, January 29, 4:00 - 5:30 pm

Ages 5 and up. Registration required. Grab your favorite book and read to a furry friend.

Attendees: 15

Young and the Restless

Friday, January 31, 9:30 - 10:30 am

Ages 1-4. 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. Geared to ages 1-4 and their caregivers.

Attendees: 62

Belly Babies

Saturday, February 1, 11:00 am - 12:00 pm

Bring your pre-crawling baby and get play ideas while learning more about why tummy time is so important for meeting all milestones. Presented by local pediatric occupational therapist Lindsay Williamson. *We were pleased with this turnout and parents asked questions about developmental topics.*

Attendees: 20

Read to a Dog

Saturday, February 1, 1:30 - 3:00 pm

Ages 5 and up. Registration required. Grab your favorite book and read to a furry friend.

Attendees: 10

Music & Movement Story Time

Tuesday, February 4, 10:30 - 11:00 am

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

Attendees: 66

Parent/Child Book Club: Max in the House of Spies

Tuesday, February 4, 5:30 - 6:30 pm

Ages 8-11. Registration required. In January, Parent/Child Book Club will discuss the novel *Max in the House of Spies* by Adam Gidwitz.

Attendees: 6

Minecraft Club

Thursday, February 6, 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.

Attendees: 28

Read to a Dog

Friday, February 6, 4:00 - 5:30 pm

Ages 5 and up. Registration required. Grab your favorite book and read to a furry friend.

Attendees: 12

Lunar New Year Celebration

Saturday, February 8, 9:30 - 11:30 am

Let's celebrate Lunar New Year and the Year of the Snake! 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. *This annual program continues to run smoothly thanks to the planning and volunteerism of VAIS staff and parents. This year the library booked an organization that brought live snakes, which was a hit with all ages, especially older students. Several people asked jokingly if there would be live horses here for the Year of the Horse in 2026.*

Attendees: 455

Child Development Story Time: Friendship

Tuesday, February 11, 10:30 - 11:00 am

Ages 2-5. 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: 42

Read to a Dog **Cancelled due to snow

Wednesday, February 12, 4:00 - 5:15 pm

Ages 5 and up. Registration required. Grab your favorite book and read to a furry friend.

Flamingo Story Time ** Cancelled due to snow

Wednesday, February 12, 6:30 pm

Ages 2-6. Join us for flamingo-themed stories and songs! Designed for ages 2-6.

Pokémon Club

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

Ages 6-11. 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.

Attendees: 36

Read to a Dog

Saturday, February 15, 10:00 am - 12:00 pm

Ages 5 and up. Registration required. Grab your favorite book and read to a furry friend.

Attendees: 4

Favorite Books & Bites: Frindle

Monday, February 17, 4:00 pm

Ages 8 - 11. Registration required. Discuss the Frindle series, plus enjoy activities and snacks related to the books. Pick up a copy of the first book of the series, *Frindle* by Andrew Clements at the children's desk to read in advance, or if you're already a fan, just sign up and join us.

Attendees: 6

Young and the Restless

Friday, February 21, 9:30 - 10:30 am

Ages 1-4. 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. Geared to ages 1-4 and their caregivers. Drop in any time; no registration.

Attendees: 67

Favorite Friends

Saturday, February 22, 10:00 - 11:30 am

All ages. No registration. Meet some of your favorite book characters - Frog and Toad, Llama Llama, and an Ice Princess! Kids can visit characters throughout the library, plus do character-themed crafts and enjoy snacks.

Attendees: 485

Toddler Art and Play

Tuesday, February 25, 9:30 am

Ages 1-3. Toddler Art and Play is a drop-in program that includes messy process art and sensory play for toddlers ages 1-3. We recommend wearing clothes that can get messy.

Attendees: 58

Upcoming Kids' Events

Winter Story Time, January 13 – March 7

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: Collage Creations

Thursday, February 27, 4:00 pm

Ages 8-11. Registration required. Create collage art on small notebooks, mini treasure chests, or paper.

Materials including scrapbook paper and assorted pictures will be provided.

Read to a Dog

Saturday, March 1, 1:30 - 3:00 pm

Ages 5 and up. Registration required. Grab your favorite book and read to a furry friend.

Music & Movement Story Time

Tuesday, March 4, 10:30 - 11:00 am

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

Minecraft Club

Thursday, March 6, 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.

Young and the Restless

Friday, March 7, 9:30 - 10:30 am

Ages 1-4. 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. Geared to ages 1-4 and their caregivers. Drop in any time; no registration.

Parent/Child Book Club: The Apartment House on Poppy Hill

Tuesday, March 11, 5:30 - 6:30 pm

Ages 8-11. Registration required. In January, Parent/Child Book Club will discuss the novel *The Apartment House on Poppy Hill* by Nina LaCour.

Read to a Dog

Wednesday, March 12, 4:00 - 5:30 pm

Ages 5 and up. Registration required. Grab your favorite book and read to a furry friend.

Dino-S'mores Story Time

Wednesday, March 12, 6:30 - 7:00 pm

Ages 2-6. Join us for dinosaur-themed stories and songs! After story time, enjoy some "walking s'mores!" Designed for ages 2-6. No registration.

Pokémon Club

Thursday, March 13, 4:00 - 5:00 pm

Ages 6-11. 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. No registration.

Read to a Dog

Friday, March 14, 4:00 - 5:30 pm and Saturday, March 15, 10:00 am - 12 pm

Ages 5 and up. Registration required. Grab your favorite book and read to a furry friend.

Favorite Books & Bites: A Series of Unfortunate Events

Monday, March 17, 4:00 pm

Ages 8 - 11. Registration required. Discuss the A Series of Unfortunate Events series, plus enjoy activities and snacks related to the books. Pick up a copy of the first book of the series, *The Bad Beginning* by Lemony Snicket 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, March 18, 9:30 - 10:30 am

Ages 1-3. Toddler Art and Play is a drop-in program that includes messy process art and sensory play for toddlers ages 1-3. We recommend wearing clothes that can get messy.

Tween Craft: Zines

Thursday, March 20, 4:00 - 5:00 pm

Ages 8-11. Registration required. Get creative and make a zine about a topic you care about! Zines are independent, self-published, DIY publications. They can be about anything and often include drawings, collage, and writing. Materials will be provided, so bring your imagination and start creating!

Family Story Time

Saturday, March 22, 9:30 - 10:00 am

Ages 0 - 5. Join us for Family Story Time, once a month, with books, songs, and rhymes. No registration.

Graphic Novel Party: Dog Man and Cat Kid

Monday, March 24, 4:30 - 5:30 pm

Ages 8-11. Registration suggested. Join us at the library for a celebration of the graphic novel series Dog Man and Cat Kid Comic Club! We will have activity stations with crafts, snacks, and trivia. Please register so staff can prepare enough supplies.

Ken Lonnquist

Wednesday, March 26, 10:30 - 11:15 am

All ages. No registration. High energy story-songs come to life when Ken opens up his original song-bag! Ken will be accompanied by local drummer Rand Moore.

Teen Events

Glow Painting

Tuesday, January 28, 6:30 - 8:00 pm

Express yourself in fluorescent colors! Join us for glow-in-the-dark painting on canvas. Want to match your artwork while you paint? Wear some white or neon and blend right in. *Comments: Teens had a blast painting under blacklights and comparing what their artwork looked like in the dark vs. normal light. One teen asked if we could do this every week.*

Attendees: 9

Eat Your Words

Monday, February 10, 5:30 - 7:00pm

Enjoy breakfast-for-dinner! Create pancake art and play storytelling games in a relaxed group setting. Eat your words – without judgement – in this writing workshop for teens!

Comments: Teens made colorful pancakes, wrote stories, and created simple comics as a group!

Attendees: 7

Teen Chocolate Tasting (Rescheduled due to snow)

Wednesday, February 12, 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! *Comments: Teens gathered around the chocolate fountain, dipping fresh strawberries and a variety of treats. They compared fun chocolate bar flavors, including matcha, chili, and classics like salted caramel. Many teens studying in the library were surprised and excited about the event.*

Attendees: 41

Teen Gaming & Pizza

Thursday, February 20, 4:00 - 5:30 pm

Snack on pizza and more! Face off on the Nintendo Switch or SNES, try a board game, or bring your own device.

Attendees: 10

Upcoming Teen Events:

BRMS Make'n'munch

Thursday, February 27, 11:00 - 1:15 pm

Students at Badger Ridge Middle School who have signed up for library during lunch can enjoy some crafting time.

Watercolor Lanterns

Thursday February 27, 7:00 - 8:00 pm

Create a colorful paper lantern with watercolor inks!

Crafty Tuesday

Tuesday, March 4, 4:00 pm

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

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

Tuesday, March 4, 7:00 - 8:00 pm

Join Heidi King from College Inside Track in this free webinar. 2025 introduces significant changes to the ACT/SAT, and college admissions continue to get more selective. Learn about the revamped ACT and SATs and how test-optional can be evaluated. We'll introduce new strategies to give your student the best opportunity to be admitted and maximize scholarships! Essential information for parents of high school students in grades 9-11.

VAHS Makerspace

Wednesday, March 5, 12:35 - 1:05 pm

Students signed up for library time at Verona Area High School will have the opportunity to design, create, and socialize.

Eat Your Words

Monday, March 10, 5:30 - 7:00pm

Enjoy breakfast-for-dinner! Create pancake art and play storytelling games in a relaxed group setting. Eat your words – without judgement – in this writing workshop for teens!

ACT Practice for Sophomores

Tuesday, March 11, 9:30 - 1:00pm

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!

BRMS Make'n'munch

Thursday, March 20, 11:00 - 1:15 pm

Students at Badger Ridge Middle School who have signed up for library during lunch can enjoy some crafting time.

Teen Gaming & Pizza

Thursday, March 27, 4:00 - 5:30 pm

Snack on pizza and more! Face off on the Nintendo Switch or SNES, try a board game, or bring your own device.

Adult Events

Drop-in Tech Help

Tuesdays, 9:00 - 11:00 am

Struggling with your phone, tablet or laptop? Drop by the library for help from a knowledgeable librarian. Bring your questions about topics like getting started with the Libby app, setting up an email account, word processing, storing pictures, navigating social media platforms, and troubleshooting software issues.

January 28, attendees: 2

February 4, attendees: 2

February 11, attendees: 1

February 18, attendees: 0

Library Yarns Craft Group

First and Third Wednesdays, 4:30 - 6:00 pm

Fiber art enthusiasts gathered to learn new techniques, exchange ideas, or find inspiration.

February 12, attendees: 5

Library Yarns: Knit Along Cabled Pillow Cover

Wednesday, January 29, February 5 and 19, March 5, 4:30 - 6:00 pm

Join Library Yarns for a cable pillow cover knit along with traditional Aran cables. We welcome veteran cable knitters and new learners alike to share and learn new techniques among our Verona-area knitting community. Over four sessions, we will learn cable-knitting basics, including how to knit cables, how to read charts, and basic cable troubleshooting. This program is appropriate for knitters comfortable with casting on, knitting in stockinette, and basic increases and decreases.

January 29, attendees: 23

February 5, attendees: 19

Verona Aspiring Writers Group

Monday, January 13, 7:00 - 8:00 pm

This group is to offer constructive feedback to writers and aspiring writers of all genres. Want to get a blog started or grow one? Hoping to be published in a magazine? Trying to finish or fine tune the next great American novel? *Comments: several people from the group have formed a smaller group to write together for an hour before group meetings. It appears a close community has evolved.*

January 27, attendees: 13

February 3, attendees: 11

February 17, attendees: 9

Community Blood Drive

Thursday, January 30, 10:00 am - 1:00 pm

Every day, blood donors help patients of all ages: accident and burn victims, heart surgery and organ transplant patients, and those battling cancer. In fact, every two seconds, someone in the U.S. needs blood. Please consider coming in to donate during this 4-hour event hosted by Impact Life. If you are able to donate, please bring a photo ID and have a snack before you arrive.

Attendees: 9

Memory Café

Tuesday, February 4, 3:30 - 5:00 pm

A "memory café" is a social gathering designed for individuals experiencing early dementia and memory loss, along with their caregivers or loved ones. Come to connect, socialize, and build support networks in a comfortable and welcoming environment centered around conversation over coffee, with the primary goal of providing a safe space to interact without feeling embarrassed or misunderstood.

Attendees: 4

Cookbook Club: Recipes from Food Network Stars

Tuesday, February 11, 6:30 - 8:00 pm

This month we will make and discuss recipes from Food Network stars, old and new. Think Alton Brown, Rachel Ray, Ina Garten, Bobby Flay, Sunny Anderson and more! On-theme cookbooks are available, as always, behind the circulation desk; simply ask to check one out.

Attendees: 13

From Kidney Disease to Kidney Transplant: One Family's Story

Thursday, February 13, 6:30 - 7:30 pm

A Verona family will share the anguish of having a child diagnosed with kidney disease, their home dialysis adventure, and what the transplant process was like. Come hear their story.

Attendees: 11

A Taste for Mystery Book Club

Monday, February 17, 10:00-11:00 am

Get a "taste" of a mystery by reading the first book in a series each month. Enjoy pastries and coffee at as we discuss our book. This month, we will read and discuss *Track of the Cat*, by Nevada Barr.

Attendees: 5

Inga Witscher: Around the Farm Table

Thursday, February 20, 12:00-1:30 pm

Come and meet PBS Wisconsin's Inga Witscher at the library! Inga will offer a lively cooking demonstration using seasonal ingredients, relate stories about her life on a farm, and share behind the scenes insights into her show, *Around the Farm Table*. *Comment: Maureen related that many patrons thanked her for the program and complimented her on how great the Verona adult programs are.*

Attendees: 61

Adult Crafternoon-Resin Bookmarks

Friday, February 21, 4:00 - 5:00 pm

Back by popular demand! Come create with us as we make beautiful and functional resin bookmarks.

Attendees: 19

Upcoming Adult Events

Library Yarns Craft Group

Meets each Wednesday. Drop-in between 4:30 - 6:00 pm

If you enjoy knitting, crochet, embroidery, or another needlecraft, please join us at a drop-in stitching circle. Meet up with other fiber art enthusiasts, learn new techniques, exchange ideas, or find inspiration for your next project. All skill levels welcome.

Library Yarns: Knit Along Cabled Pillow Cover

Wednesday, January 29; February 5 and 19; March 5, 4:30 - 6:00 pm

Join Library Yarns for a cable pillow cover knit along with traditional Aran cables. We welcome veteran cable knitters and new learners alike to share and learn new techniques among our Verona-area knitting community. Over four sessions, we will learn cable-knitting basics, including how to knit cables, how to read charts, and basic cable troubleshooting.

Distance Learning English Classes for Adults

January 21 – May 3

Mondays 6:00 - 7:30 pm, Beginner

Tuesdays 6:00 - 8:00 pm, Intermediate

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.

Drop-In Tech Help

Tuesdays, 9:00 - 11:00 am

Struggling with your phone, tablet or laptop? Simply drop by the library on a Tuesday or Thursday between the hours of 9:00 -11:00 am for help from a knowledgeable librarian. Bring your questions about topics like getting started with the Libby app, setting up an email account, word processing, storing pictures, navigating social media platforms, and troubleshooting software issues.

A Taste of Mystery Bookclub

Third Monday of each month. 10:00 - 11:00 am

In this book club for mystery enthusiasts, we read the first book in a series by a variety of mystery authors and then discuss over coffee, fruit and pastries. Books will be available for checkout both at the meetings and behind the circulation desk during the month they are featured.

Books and Banter

Friday, February 28, 9:30 - 10:30 am

Need ideas for your next great read? Want to know what *not* to read? Come try this new spin on a book club where members share information about books they have recently read. Learn what to run out and grab, what to skip on your next trip to the library, and spend some time chatting with fellow reading enthusiasts. Light refreshments will be served.

Verona Spotlight on the Arts: Sound Bath Meditation

Saturday, March 1, 2:00 - 3:45 pm

As part of the citywide [Spotlight on the Arts](#), Reike Master and teacher Shelby Kottemann is offering this introduction to sound baths. A sound bath is a relaxing experience where soothing and harmonious vibrations are created by a variety of tones with crystal singing bowls and chimes. Lie comfortably on a mat while the sounds promote stress relief, mental clarity, and a sense of calm. Drop in and enjoy!

Verona Aspiring Writers Group

Monday, March 3, 17, and 31, 7:00 - 8:00 pm

The Aspiring Writers Group offers constructive feedback and inspiration to writers and aspiring writers of all genres. Want to get a blog started or grow one? Hoping to be published in a magazine? Trying to finish or fine-tune the next great American novel? We welcome all!

Memory Café

Tuesday, March 4, 3:30 - 5:30 pm

A "memory café" is a social gathering designed for individuals experiencing early dementia and memory loss, along with their caregivers or loved ones. Come to connect, socialize, and build support networks in a comfortable and welcoming environment centered around conversation over coffee.

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

Tuesday, March 4, 7:00 - 8:00 pm

Join Heidi King from College Inside Track in this free webinar. 2025 introduces significant changes to the ACT/SAT, and college admissions continue to get more selective. Learn about the revamped ACT and SATs and how test-optional can be evaluated. We'll introduce new strategies to give your student the best opportunity to be admitted and maximize scholarships! Essential information for parents of high school students in grades 9-11.

Group Coaching for Caregivers

Wednesday, March 5, 6:00 - 8:00 pm

Caring for a loved one or in a caring profession? This program focuses on helping you improve your mental, physical and emotional health by digging into mindfulness, meditation, self care in an effort to help you reduce stress and avoid burnout.

Ireland: A Colorful Tour of the Emerald Isle

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

Enjoy this vicarious trip to Ireland through a fun and informative pictorial presentation. *When in Roam's* Joe Fahey will be here to discuss some of the key points of Irish culture, both past and present, with a few fun stops along the way.

VPL Cookbook Club – Green and White Food!

Tuesday, March 11, 6:30 - 8:00 pm

This month we will challenge ourselves to make food that is green, white or green and white. Think salads, cakes, jello recipes, vegetable dishes etc. It will be fun to see what recipes people find!

Badger Talk: Mike Leckrone, Former UW Band Director

Thursday, March 13, 6:00 - 7:30 pm

The Verona Public Library invites you to a Badger Talk by local legend Mike Leckrone, former director of bands at the University of Wisconsin for an astonishing fifty years. A brilliant showman, he became known for aerial stunts and sequined outfits. He created the Fifth Quarter celebration that follows all home football games, removed barriers for women to march in the band, and established regular appearances at Camp Randall by special-needs high school musicians. Above all, Leckrone always sought joy in life. Come and listen as he discusses his new book, *Moments of Happiness: A Wisconsin Band Story*, in which he details the stories behind the highlights and the unglamorous work that made his accomplishments possible.

The Trinity Irish Dancers

Saturday, March 15, 11:00 - 11:30 am

Get ready for a high-energy showcase that will leave you breathless! For nearly four decades, this celebrated institution with roots in Chicago, Milwaukee and Madison has broken competitive records and dazzled audiences worldwide. In this performance, you'll witness the incredible talent of Trinity students, some as young as 3.5 years old, as they bring traditional Irish steps and vibrant choreography to life on stage. With locations spanning Illinois and Wisconsin, Trinity stands as the most recognized Irish dance program in the world. Don't miss your chance to see why this show always draws a packed house!

A Taste for Mystery Book Club

Monday, March 17, 10:00 - 11:00 am

This month we will read and discuss [*Sandrine's Case*](#), by Thomas Cook.

Hands-Only CPR

Tuesday, March 18, 6:00 - 7:00 pm

Hands-Only CPR can be just as effective as conventional CPR. The Fitch-Rona EMS will teach us what *Hands-Only CPR* is and how to give it. The power is in your hands.

Filipino Cooking Class

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

Bess Miller from Mount Horeb's popular Halo Halo Food Cart will show us how to make a selection of Asian inspired comfort food! On the menu will be Beef Sinigang, a tamarind-based soup perfect for cold weather, and Lumpia, which are Filipino egg rolls. Afterwards, enjoy the wonderful food you have watched Bess prepare!

Talk Saves Lives: An Introduction to Suicide Prevention

Tuesday, March 25, 6:30 - 7:30 pm

A community-based presentation that covers the general scope of suicide, the warnings and risk factors, research on prevention, and what people can do to help save lives. Don't miss this important opportunity to become more educated on a critical topic.

Pakistani Cooking Class with Huma Siddiqui-Seitz

Thursday, March 27, 6:30 - 8:00 pm

Join Huma Siddiqui-Seitz, cookbook author and founder of White Jasmine, for a cooking demonstration featuring fish tacos, pineapple salsa, and toppings. White Jasmine is a local company that offers unique spices, cheeses, cooking classes and the TV show White Jasmine Everyday Cooking. Enjoy a tasting of the food prepared.

THE BETTY J. KARWEICK VIRTUAL AUTHOR TALKS SERIES

Welcome to *The Betty J. Karweick Virtual Author Talks Series*, presented in partnership with the Library Speakers Consortium. Here you will have access to live virtual visits including interactive questions and answers with bestselling authors and talks on a broad assortment of topics given by experts in their fields. Recordings of talks will be available for viewing after live event. **There were 1103 total views of archived programs in January.**

How We Create Pandemics with Sabrina Sholts

Tuesday, February 4, 1:00 - 2:00 pm, live views: 5

Waubgeshig Rice

Tuesday, February 11, 6:00 - 7:00 pm, live views: 3

Lee Hawkins

Tuesday, February 18, 1:00 - 2:00 pm, live views: 4

The Power of Reset with Dan Heath

Wednesday, March 12, 1:00 - 2:00 pm

Join us for an enlightening conversation with bestselling author Dan Heath as he talks with us about his newest book, *Reset: How to Change What's Not Working*. In *Reset*, Heath explores a framework for getting unstuck and making the changes that matter. The secret is to find "leverage points": places where a little bit of effort can yield a disproportionate return. Then, we can thoughtfully rearrange our resources to push on those points.

How Women's Liberation Transformed America with Clara Bingham

Thursday, March 20, 1:00 - 2:00 pm

Join us for a transformative virtual conversation with award-winning journalist and author, Clara Bingham, as she chats with us about her new book, *The Movement: How Women's Liberation Transformed America, 1963-1973*. From Betty Friedan's *The Feminine Mystique* to the underground abortion network the Janes, to Shirley Chisholm's presidential campaign and Billie Jean King's 1973 battle of the sexes, Bingham artfully weaves together the fragments of that explosion person by person, bringing to life the emotions of this personal, cultural, and political revolution. Artists and politicians, athletes and lawyers, Black and white, *The Movement* brings readers into the rooms where these women insisted on being treated as first-class citizens and, in the process, changed the fabric of American life.

Jennifer Weiner

Wednesday, March 26, 6:00 - 7:00 pm

You're invited to a glimmering virtual conversation with *New York Times* bestselling author Jennifer Weiner as we chat about the signature emotional depth of her books that have been inspiring readers toward self-discovery for decades. We'll discuss her *New York Times* bestselling novels, *Good In Bed*, *In Her Shoes*, *Big Summer*, *The Breakaway* and many more.

Additionally, in a special preview, Weiner will briefly talk about her forthcoming novel (due out on April 8, 2025) *The Griffin Sister's Greatest Hits*. Set in the world of pop music, *The Griffin Sister's Greatest Hits* is about sisters, motherhood, young love, and the dreams we chase.

Outreach

Outreach story times:

Total daycare story time presentations: 9

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

Monday, January 27, 4:15 - 4:45 pm

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

Comments: The program leader said the students love library day and look forward to it every month.

Attendees: 22

Four Winds Book Group

Monday, February 3, 10:00 - 11:00 am

The residents met to discuss *Miss Morgan's Book Brigade* by Janet Skeslien Charles. *Comments: A couple of new residents attended this month's meeting, and the book was thoroughly enjoyed by all.*

Attendees: 9

Prairie Oaks Book Group

Thursday, February 6, 1:30 - 2:30 pm

The group met to discuss *The Rose Code* by Kate Quinn.

Attendees: 4

Story Time at The Sow's Ear

Tuesday, February 11, 10:00 - 10:30 am

Join us for time at The Sow's Ear! Enjoy a story time, craft project, and other activities for children and their caregivers. Geared toward ages 2-5, siblings welcome.

Attendees: 11

Senior Center Book Group

Wednesday, February 12, 10:00 - 11:00 am

The group discussed *The First Ladies* by Marie Benedict and Victoria Christopher Murray.

Attendees: 16

YMCA After School Program at Country View

Thursday, February 13, 2:40 - 3:10 pm

Crafts and stories at the afterschool program at Country View.

Attendees: 17

YMCA After School Program at Glacier Edge Elementary

Tuesday, February 18, 3:15 - 3:45 pm

Crafts and stories at the afterschool program at Glacier Edge. *Comments: The students loved the penguin puppet craft and had fun playing with them once they were complete.*

Attendees: 15

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

Monday, February 24, 4:15 - 4:45 pm

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

Attendees: 24

Four Winds Book Group

Tuesday, February 25, 10:00 - 11:00 am

The residents met to discuss *Dewey* by Vicki Myron.

Attendees: 6

Upcoming Outreach Events**Noel Manor Book Group**

Wednesday, February 26, 10:30 - 11:30 am

The group will be discussing *The Long Flight Home* by Alan Hlad.

Prairie Oaks Book Group

Thursday, February 27, 1:30 - 2:30 pm

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

Books 'n Booze at Stone Porch Alehouse

Thursday, February 27, 6:00 - 7:00 pm

The group will be discussing *The Night Watchman* by Louise Erdrich.

Story Time at The Sow's Ear

Tuesday, March 11, 10:00 - 10:30 am

Join us for story time at The Sow's Ear! Enjoy a story time, craft project, and other activities for children and their caregivers. Geared toward ages 2-5, siblings welcome.

Senior Center Book Group

Wednesday, March 12, 10:00 - 11:00 am

The group will be reading *Other Birds* by Sarah Addison Allen.

YMCA After School Program at Country View Elementary

Thursday, March 13, 2:40 - 3:10 pm

Crafts and stories at the afterschool program at Country View.

YMCA After School Program at Glacier Edge Elementary

Tuesday, March 18, 3:15 - 3:45 pm

Crafts and stories at the afterschool program at Glacier Edge.

Circulation Policy Verona Public Library

I. Introduction

- A. The library is a member of the South Central Library System (SCLS) and adheres to the agreements made with this consortium.
- B. This policy applies to the general public, staff, board members, Friends of the Verona Public Library, and volunteers. It is designed to ensure that all users have equitable access to the services and materials regardless of race, color, gender, national origin, age, religion, sexual orientation, or disability.

II. Obtaining a Library Card

- A. An individual may apply and receive one library card free of charge.
 - 1. Cards are valid for 4 years and may be renewed. Cards not used in a two year time period will be purged.
 - 2. Cards are accepted at all SCLS member libraries and at libraries with reciprocal borrowing agreements with SCLS.
- B. Adult residents can apply for a card by completing the following steps:
 - 1. Complete application (see Appendix).
 - 2. Present acceptable photo and address identification that lists their name and current address, for example:-
 - (A) Current Wisconsin driver's license
 - (B) Wisconsin Identification (ID) card
 - (C) Valid Verona Area School District ID
 - (D) Official mail (utility bill, bank statement)
 - (E) Current lease or mortgage
 - 3. If the library user does not have proof of address the library card will be mailed to the address given, which will serve as verification of the address.
- C. Children can apply for a card by completing the following steps:
 - 1. Applicants under 16 years of age are required to obtain a parent or guardian's signature on the card application.
 - 2. Applicants under 18 without a photo ID, are required to obtain a parent or guardian's signature on the card application.

A child that resides in two households may only have one library card. The parent or guardian of the household of primary residence provides address verification per Section B.
- D. Daycare staff, teachers, or babysitters may bring pre-signed applications by the parent or legal guardian and the caregiver will be asked to vouch for the accuracy of the information on the application. ~~Each child must be present to be issued a card.~~

- E. Library users are responsible for informing the library of any name, address, or status changes. Upon turning 18, a new application must be completed and signed stating that all financial responsibility will be the card holder's rather than the parent's or guardian's.
- F. Verona Public Library accepts applications for library cards for non-residents living within the boundaries of SCLS provided the applicant meets the application requirements. Applications will be sent to the card holder's library of residence to be kept on file.
- G. City of Verona community organizations, city departments, schools, and local businesses are eligible to apply for a Verona Public Library Organizational Card.
 - 1. The head of the organization must sign the application form and provide a list of authorized persons.
 - 2. Each authorized person receives an individual card. The organization is responsible for any library materials checked out by their authorized persons.
 - 3. The organization is responsible for informing the library of changes regarding authorized persons.
 - 4. Cards will be issued for one year and renewals are possible as long as organizations remain in business. Organizations outside the City of Verona should apply directly to their home libraries.
 - 5. Materials for personal use or bulk loan may not be checked out on the card.
- H. Homebound: Any Verona resident who finds it difficult or impossible to visit the library in person because of temporary or permanent physical disability, is eligible for Homebound Delivery Service through by contacting the Dane County Library Service. This service is available as long as the resident is homebound. The library user's existing library card will be changed to HOMEBOUND status.
- I. Temporary residents: Any individual residing in the City of Verona on a temporary or part-year basis may be issued a card upon providing permanent address and local address verification.
- J. Borrowers residing outside of SCLS may have a SCLS barcode added to their home library card or receive a Verona Public Library card, provided they meet library card registration guidelines.
- K. Milwaukee County Federated Library System has not negotiated an approved reciprocal borrowing agreement with the SCLS. Milwaukee County residents and out-of-state borrowers who do not qualify as temporary residents must purchase a library card to receive borrowing privileges at the Verona Public Library. These cards are valid for one year and cost \$75, ~~based on what other non-residents pay through the Dane County Library Tax.~~

III. Rules for Borrowing

- A. In order to receive efficient, accurate, and ~~private-confidential~~ service library users must present their library cards each time they check out or renew materials. An exception may be made if the library user provides photo identification.
- B. Any library user with fees in excess of the library's suspension limit may not check out until the matter is resolved (see Sec. VII, E).
- C. Non-circulating materials must remain within the Verona Public Library and are available for in library use. These items may include reference materials, current newspapers ~~and magazines,~~ local history materials, and electronic equipment.
- D. No more than two laptops or tablets may be checked out to one library card for in-library use.
- E. Library users who do not have their library cards or identification with them may request items be held for them for three days. Materials requested via telephone or email will also be held for three days.
- F. The library considers parents and/or legal guardians of children ~~16-and~~ under 18 responsible for their child's use of library materials. All library materials are available for checkout regardless of age with the exception of electronic devices as stated in the Public Computer and Electronic Device Use policy.
- G. The maximum number of items a library user may have checked out at any one time is 100.
- H. The library is not liable for any damage to personal equipment that may occur from the use of library materials.
- I. Other libraries in SCLS may have their own rules for borrowing.

IV. Return of Library Materials

- A. Verona Public Library materials may be returned to any SCLS library or bookmobile. Materials returned to non-public libraries, such as school, academic, or special libraries, remain the responsibility of the library user.
- B. All returned items should be placed in either the interior or exterior book drops unless otherwise noted on the item.
- C. Receipts for lost or damaged payments will be given upon request.

V. Holds

- A. Library cardholders may request materials in person, by telephone, email, or through the online ~~through the~~ library catalog by using their barcode number and PIN/password. Callers must provide their library barcode number to request that an item be placed on hold. Holds available for pickup will be held for 8 days before expiring unless there is a request to extend the hold. Library users may request to extend their holds if no one is waiting.
- B. Hold notices are sent to library users via email, telephone, text message, or United States Postal Service (USPS).
- C. In accordance with Wisconsin Statute 43.30, holds and materials are only provided to the requesting library user or an individual authorized by the library user. A library user may designate an individual for approval on the Holds Pickup Authorization form (See Appendix). Otherwise, an authorized individual is required to provide the library user's library card. To checkout holds on the self-check machines it is necessary to use the card of the library user who placed the hold.
- D. Parents or guardians of children under 16 must complete the Holds Pickup Authorization form, but they may sign for their children. The Holds Pickup Authorization for all parties expires when each minor turns 16. At that time the 16 year-old patron must decide if they want to continue the arrangement and sign the Holds Pickup Authorization form themselves thus complying with Wisconsin State Statute 43.30.
- ~~E.~~ Library users may request pick-up locations other than the Verona Public Library when placing holds on items in the shared online library catalog.

E.

VI. Loan Periods and Renewals

- A. Circulation loan periods are as follows:

Loan Period	Material Type
28 Days	Adult, teen, and children's books, audiobooks, non-fiction DVDs, kits, <u>and</u> board games, and hotspots
14 Days	New adult fiction books, fiction walk-in books, magazines, newspapers, music CDs, and video games
7 Days	Fiction DVDs and Blu-rays

- B. Walk-Ins, Red Hots, and Smokin' Hot Reads cannot be renewed or placed on hold.
- C. Library users can renew materials up to two consecutive times if there are no holds. Renewed materials are subject to the lending rules of the library where the material was originally checked out.
- D. Library users may renew their items by calling the library during open hours with their library card barcode number or by calling the automated telecirc phone number at

608-242-4700. Library users can renew items using the online library catalog ~~using~~ with their library card barcode number and PIN/password.

VII. Outer Library Loans (OLL)

- A. Items not owned by LINK libraries must be requested as an outer-library loan (OLL) at the library where pick-up is desired. Some borrowing restrictions may apply.
- B. The loan periods and renewal rules for OLL materials are determined by the lending institutions.
- C. Verona Public Library lends its materials to all qualified libraries. Requests for materials or photocopies from individuals or libraries outside of reciprocal borrowing agreements need the approval of the Library Director.

VIII. Overdue Materials

- A. Materials are overdue if not received by closing on the date due. ~~The library does not charge daily fines~~ Daily fines are not charged on items checked out at the Verona Public Library.
- B. Library users will receive an overdue notice when items are 7 days and 14 days late. An advanced notice email may be sent two days prior to items being due. ~~with a valid email address~~. Library users may opt out of email notification.
- C. Materials that are 29 days overdue will automatically be converted to “lost”. Fees in excess of \$50.00 suspend borrowing privileges of the library user. Materials must be returned or lost fees paid to resume card privileges.
- D. Library users who believe the overdue material was returned can request a Claims Returned Form (See attached Claims Returned Form) be submitted. SCLS allows three Claims Returned submissions per library user in a twelve-month period.
- E. When checks are returned due to insufficient funds, library charges will be placed back on the patron’s account along with any bank fees that are charged to the library. Payments may be made in cash at the library or by credit card through the online catalog.
- F. Unpaid fees in excess of \$100 may be turned over to a collection agency. Library users with unpaid fees that have gone to collections will not be allowed to borrow materials from the library until their account is in good standing. ~~the balance is paid in full~~.

IX. Lost or Damaged Materials

- A. Library users are responsible for all checked out materials. A library user is required to pay for materials that are lost or have received damage while in the patron's possession.
- B. Library users will be billed for the replacement cost of materials based on the retail price of the item rounded to the nearest dollar.
- C. The library will not accept replacement copies of lost material in lieu of charges.
- D. Replacement fees will be waived on items that are returned within six months of the lost date.
- E. Library users will receive a refund if they return an item that is lost and paid for within six months of the lost date.
- F. The library will comply with all Discharge of Debtor decrees by bankruptcy courts. Lost or damaged fees⁷ accrued after the date of the decree will not be cleared.
- G. Lost and damaged charges are set by the item's owning library, and library users are responsible for all special assessments for lost or damaged items.
- H. Lost or damaged fees may be waived in cases of fires, floods, or other natural or man-made disaster at the discretion of the Library Director.

X. Confidentiality of Library Records

- A. As described in Wisconsin State Statute §43.30, public library records and all circulation and other records that identify the names of library users, especially as they connect library users with material or services used, are confidential.
- B. The following exceptions to the confidentiality law are noted in §43.30(1m):
 - 1. By court order
 - 2. To persons acting within the scope of their duties in the administration of the library or library system
 - 3. To persons authorized by the individual to inspect such records
 - 4. To custodial parents or guardians of children under the age of 16 as required under §43.30(4)
 - 5. To libraries as authorized under §43.30 subs. (2) and (3)
 - 6. To law enforcement officers under §43.30(5)
 - 7. To collection agencies under §43.30(6)
- C. The following guidelines will be observed in providing any records to custodial parents or guardians of children under the age of 16 who do not have the library card:
 - 1. Library records to be supplied include items currently checked out, due dates for those items, overdue items, items on hold, items waiting to be picked up, and any -fees owed, as well as any records that show use of the library's computers.

2. Library records not required to be supplied include address, phone number, age, etc. of the child. This information must be edited out of any record supplied to a custodial parent or guardian.
 3. Library staff will request photo ID in order to determine whether the person requesting the records is the custodial parent or guardian. Library staff will accept any other set of documents that demonstrates to their satisfaction that the requestor is the custodial parent or guardian of the child whose records have been requested. Information regarding library records will be provided over the phone only when a library barcode number is provided.
- D. Records regarding patrons' use of library services shall not be made available to any agency of federal, state, or local government including law enforcement except when a warrant, subpoena, or other court order is presented, as stipulated by §43.30(1m).

~~E. §43.30(5)(a) and (b) provide no need for law enforcement to have a court order only when:~~

- ~~1. A law enforcement officer is investigating criminal conduct alleged to have occurred at a library. In such instances, the library shall disclose to the law enforcement officer all records pertinent to the alleged criminal conduct that were produced by a surveillance device under the control of the library.~~
- ~~2. A library requests the assistance of a law enforcement officer, and the director of the library determines that records produced by a surveillance device under the control of the library may assist the law enforcement officer to render the requested assistance. In such instances, the library may disclose the records to the law enforcement officer.~~

F.E. The following guidelines will be observed in providing records to law enforcement that provide a court order:

1. The law enforcement officer/agent will be asked for identification including badge number, name of the law enforcement agency, officer/agent's name, and telephone numbers.
2. The library will attempt to verify the law enforcement officer/agent's identity by calling the local headquarters of their parent agency. ~~The phone number they give the library should not be used. Instead, the number should be looked up.~~
3. The library will attempt to contact the library's legal representation before a court order is acted upon.

G.F. The following guidelines will be observed in providing records to persons authorized by the individual to inspect such records:

1. These persons must have the library barcode number.
2. The Holds Pickup Authorization form only grants access to pick up holds waiting for the patron but does not authorize the person to inspect patron library records.

3. Information concerning materials placed on hold may only be given out to a person who provides the barcode number from the card in question, even if the person is listed on the Holds Pickup Authorization form. Individuals may be asked to present identification in person to receive this information.

XI. Library Theft Law

A. The City of Verona, in its Municipal Code, ~~Chapter 3~~ Title 11 Sec. 11-3-4, and Wisconsin State Statute §943.61 have set forth what constitutes Theft of Library Material. The penalty for a conviction of breaking these laws is defined in the City of Verona Municipal Code, ~~Chapter~~ Title 1 Sec. 1-1-7 and in §943.61(5)(a) and (c).

B. Theft of Library Materials includes:

1. Intentionally removing library items from the library without checking them out.
2. Failure to return an item after its proper return date after written notice.
3. Marring, defacing, or damaging items owned or on loan to the library.

~~C.~~ These laws give an official or adult employee or agent of a library who has probable cause for believing that a person has violated this section in his or her presence the ability to detain the person in a reasonable manner to deliver the person to a police officer, or to the person's parent or guardian in the case of a minor. The detained person shall be promptly informed of the purpose for the detention and be permitted to make phone calls but shall not be interrogated or searched against his or her will before the arrival of a police officer who may conduct a lawful interrogation of the accused person.

~~C.~~

~~D. Conviction for breaking these laws carries a penalty defined in the City of Verona Municipal Code, Chapter 1 Sec. 1-1-7, of a fine of no less than \$25 and no more than \$1,000 for each offense in addition to paying the costs of prosecution. Furthermore, the City also has all other remedies afforded by the Wisconsin Statutes in addition to the penalties listed in Sec. 1-1-7. §943.61(5) (a) carries the repercussions of a Class A misdemeanor if the value of the library materials does not exceed \$2,500, or §943.61(5) (c) carries the repercussions of a Class H felony if the value of the library materials exceeds \$2,500.~~

~~E. See City of Verona Municipal Code, Chapter 3 Sec. 11-3-4, and Wisconsin State Statute §943.61 for more detail.~~

~~F.D.~~ While the law provides the library with the option for legal police action, in most cases, the library will exhaust all other means it has at its disposal before law enforcement action is taken.

Appendix of the Circulation Policy includes:

- Library Card Application
- Holds Pickup Authorization Form
- Claims return form

This policy replaces any previous policy regarding circulation.

Library Board Approved on February 3, 2010

Revised on September 1, 2010

Revised on May 4, 2011

Revised on December 7, 2011

Revised on February 1, 2012

Revised on December 5, 2012

Revised on June 1, 2016

Revised on December 5, 2018

Revised on March 3, 2021.