

## **AGENDA**

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

**Wednesday, March 3, 2021, 6:30 p.m.**

**Due to the COVID-19 pandemic, the Library Board of Trustees will hold its meeting as a virtual meeting. The Library Board of Trustees and Staff will join the meeting by using Zoom Webinar, as described immediately below.**

**Members of the public can join the meeting using Zoom Webinar via a computer, tablet, or smartphone, or by calling into the meeting using phones, as described immediately below. Those requiring toll-free options should contact the Verona Public Library for details prior to the meeting at [sburkart@ci.verona.wi.us](mailto:sburkart@ci.verona.wi.us) or 608-845-7180.**

**Join the meeting by computer, tablet, or smart phone:**

<https://zoom.us/j/97703873668>

**Join the meeting via phone by dialing:**

1-646-558-8656

Webinar ID: 977 0387 3668

The online meeting agenda and all support materials can be found at [veronapubliclibrary.org](http://veronapubliclibrary.org) or [www.ci.verona.wi.us](http://www.ci.verona.wi.us). Anyone with questions prior to the meeting may contact the Library at (608) 845-7180 or [sburkart@ci.verona.wi.us](mailto:sburkart@ci.verona.wi.us).

Call to order

- Approval of the Regular Meeting Minutes of 2/3/21
- Review and approval of February 2021 invoices
- City Council Liaison's report
- Library Director's report
- Old Business
  1. Discussion and possible action regarding library response to COVID-19 and metrics needed to reopen the library
- New Business
  1. Preliminary discussion of the 2022 library budget
  2. Discussion and possible action regarding Circulation Policy
  3. Discussion and possible action regarding outdoor furniture and furniture for the children's area

**VPL Board Meeting Minutes**  
*Library Board of Trustees-Verona Public Library*  
*500 Silent Street Verona, WI 53593*

**Wednesday, February 3, 2021, 6:30 p.m.**  
**Virtual Board Meeting**

Virtual Participants: Conwell, Huemmer, Sohail, Ryan, Hopp, Cronin, Burkart  
Absent: Kurth

**Call to order:**

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

**Approval of Minutes:**

A motion was made by Huemmer, seconded by Ryan to approve the Regular Meeting Minutes of 01/06/2021. Motion carried.

**Review and Approval of Invoices:**

A motion was made by Conwell, seconded by Huemmer to approve the January 2021 invoices. Motion carried.

**Public Comments:**

None

**City Council Liaison Report:**

Cronin reported that the City Council approved the amendment to Expanded Family Medical leave and Emergency Paid Sick Leave policies related to COVID-19 for general employees and extended the leave benefits covered under these policies until June 1, 2021. This may result in part-time library staff getting some leave hours benefits. Cronin further reported that city clerk Ellen Clark is retiring in March and deputy clerk Kayla Martin will step up and fill this position for the time being.

**Library Director's Report:**

Burkart updated the board that the library staff may be eligible under category 1(b) to get the COVID vaccine starting March 1<sup>st</sup> and she has filled the application for the organization on PHMDC recommendation. She also reported that the Winter Library Challenge winners were presented their gifts last month. She further added that the New Year's virtual party was a successful online event with great participation from the community.

**Old Business:**

1. ***Discussion and possible action regarding library response to COVID-19 and metrics needed to reopen the library:*** Conwell shared and elaborated the data snapshot of COVID-19 from PHMDC showing a significant decrease in the cases in Dane County. She highlighted that the number of cases in Verona, even though decreasing, yet is twice as high as the rest of the county. Burkart reported that there has been comments and questions received from the community regarding reopening of the library. Burkart shared a document with some ideas on how to safely reopen the library for the public. The ideas included limited hours of operation, self-service browsing, express library services and mask mandate with the option of offering curbside pickup for the visitors. The board discussed the problem of restrictive contact tracing among the library visitors. The board further discussed the possibility of assigning the time slots for the visitors and computer appointments, larger browsing area without seating and no to little overlap between express library hours and curbside pickup hours.

**New Business:**

1. ***Discussion and possible action regarding the 2020 DPI State of Wisconsin Library Annual Report:*** Burkart presented the 2020 DPI State of Wisconsin Library Annual Report. A motion was made by Sohail, seconded by Huemmer to approve the 2020 DPI State of Wisconsin Library Annual Report. Motion carried.

**Adjournment:** Meeting adjourned at 7:15 p.m.

VERONA PUBLIC LIBRARY  
DIRECTOR'S REPORT  
February 2021

***I. Collection Development***

Number of items added and deleted in January 2021.

<b>Item Type</b>	<b>Added</b>	<b>Deleted</b>
Books	862	2219
Audio	67	5
Software	1	0
Video/DVD	34	3
Other (kits, etc.)	2	2
Magazines	128	266
<b>TOTAL</b>	<b>1094</b>	<b>2495</b>
<b>YTD</b>	<b>1094</b>	<b>2495</b>

***II. Circulation***

January 2021 Statistics

Total check-outs	29,669
Jan. 2020 vs. Jan. 2021	-39.76%
Check-ins	19,843
Library cards added	27
Holds placed	18,260

**Curbside pick-up:**

We made it through the very cold temperatures in February at curbside pick-up. The weather did not slow down the requests for appointments this month though. We filled 4270 pick-up requests.

Currently curbside pick-up appointments are available:

M-R	8:30 - 6:45pm
F	8:30 – 5:45pm
Sat	9:30 – 3:00pm

***III. Reference***

**Statistics (past month):**

Reference questions:	468
Youth Services Reference questions:	225
Directional questions:	13
Outer Library Loans:	22 requests
One-on-one Instruction:	0

Curbside Pick-up appointments: 4270  
Computer Lab appointments: 34  
Librarian's Choice requests: 236

**Social Media Engagement:**

Facebook: 3,616 followers, 105 posts/events  
Twitter: 1,748 followers, 54 tweets  
Instagram: 1,205 followers, 54 posts  
Events Newsletter A: 11,804 recipients  
Events Newsletter B: 11,794 recipients

Anna has created a series of lib guides for the website. Titles include Financial Literacy, Free Books & Reference Materials, Identity Theft Resources, Job Resources, Legal Help, Massive Open Online Courses, Opioid Addiction Resources, and Grant Resources for Non-Profits.

Jenny and Anna continue to work on a Diversity Audit of the adult fiction collection as time permits.

Luke created a Tough Topics guide to highlight Dewey Decimal numbers for topic's patrons may be unlikely to ask about and using that as a guide to beef up those particular areas.

The library received this nice message about Librarian's Choice on Facebook:

*Yesterday, I picked up our first Librarian's choice request, completed for my 5 year old. She loves books and we have been missing the library. Let me tell you, I was astonished by the giant stack of books that was waiting for me when I pulled up! I left the stack on our kitchen table, the first thing to be seen when someone walked in to the house. The amazement was real when she walked into the house and asked if they were all for her. She was giddy with excitement all night and declared "if you need me, I will be over here with my books". Her "library" has now been carefully sorted into piles based on topics. Thank you for the wonderful books you picked for us!*

**IV. Personnel and Staff Development**

Nat Johlas resigned from their Library Page I position on January 28.

Theresa posted a job opening for two library page positions and is accepting applications until March 1.

Staff participated in several webinars and online trainings this month:

- *Reflective Leadership and Racial Equity 101*
- *Introduction to Inclusive Marketing*
- *The Accidental Library Marketer*
- *Treat Yo' Self: Self Care in a Small Library*
- *Decreasing Barriers to Library Use*
- *Connecting the Community-Digital Inclusion*
- *Grant Writing 101*
- *Supporting People with Mental Illness*
- *Unattended Children: How to Talk to Parents About Their Children's Behavior*
- *Successful Programs for Youth, this summer and year-round*
- *Social Justice Storytime*
- *CCBC Shorts*

## ***V. Equipment and Physical Facilities***

Nothing to report

## ***VI. Administration and Internal Operations***

We continued to work on the details of the library reopening plan this month. Management staff has also continued to pitch in wherever needed to keep up with demand for curbside pick-up appointments.

## ***VII. Marketing and Public Relations***

Luke created 54 individual graphics to promote events and services via social media, the website, and internal digital signage. Two articles were submitted to the Verona Press, one written by Mark and the other written by Elizabeth.

## ***VIII. System and Interagency Cooperation***

Emma attended the Inclusive Services Check In on Tuesday, February 2 and Ripple Project Region meetings on February 3, 9, and 11.

## ***IX. Fundraising***

The library received \$9531 in donations from the end-of-year fundraising letter for the endowment. The lifetime total raised for the endowment is \$257,303. Registration has opened for the hybrid 5K Run/Walk on May 1. Participants can either run at a place of their choosing or on the suggested route at the library.

## ***X. Events, Programs and Exhibits***

### **Kid's Events and Programs:**

#### **Winter Reading Program**

January 1 – 31

Participants of all ages chose from different activities, many focused on well-being, winter or reading, with each activity earning a ticket entry for a local gift card. Thirty \$25 gift cards were awarded. 808 people registered (either themselves or their family group) and 9,596 activities were completed. This program was easy to run throughout the month, with just the setup and prize drawings requiring staff time.

#### **Pre-recorded Stories**

January 22 - *Mae Among the Stars*, read by Mary

2 1-minute views, 5 peak live views

January 23 - *Emergency Kittens*, read by Christi

11 1-minute views, 5 peak live views

#### **Coding Club**

Mondays, 3 – 4 pm

Join us for a virtual meet-up over Zoom. All experience levels welcome! We will be working on learning new computer science skills and encouraging each other to become better computer scientists! Ages 8 – 11. Participants have been excited to share their work with the others.

January 25, attendees: 16

February 8, attendees: 27

### **Tween D&D**

Kids ages 8 – 11 play D&D online.

January 26, attendees: 6

February 2, attendees: 6

February 9, attendees: 6

February 16, attendees: 6

### **Tween Craft**

Participants picked up the supplies for this program in advance through curbside service, then followed along with Mary and/or Leah as they directed the craft (also for teens).

January 27 (Knotted Wall Hangings) - 38 1-minute views, 19 peak live views, 31 bags to tweens

February 10 (No-Sew Pillows) – 49 1-minute views, 22 peak live views, 50 bags to tweens

### **Eco Makers**

Mondays, February 1 and 15, 3:00 – 3:30 pm

Have fun with activities that use recycled materials! Ages 6 – 11. This program is replacing Fandom Makers from the fall.

February 1 (Magazine baskets) – 26 1-minute views, 8 peak live views, 15 bags distributed

February 15 (T-shirt bags) – 18 1-minute views, 9 peak live views, 17 bags distributed

### **Minecraft Club**

There are two virtual Minecraft Clubs for ages 6 – 11: a Java version for PC and Mac, and a Bedrock version for tablets and phones.

Bedrock:

February 3, attendees: 17

February 17, attendees: 16

### **Chinese-English Story Time: Chinese New Year**

Saturday, February 6, 10:00 – 10:30 am

Participants enjoyed a virtual story time, language practice, and songs with Verona Area International School (VAIS). A VAIS parent made craft bags again for us to distribute after the story time.

98 1-minute views, 44 peak live views

### **Sesame Street Story Time**

Monday, February 8, 9:30 am

Enjoy stories, songs, activities about Sesame Street!

132 1-minute views, 66 peak live views

### **Character Craft Mondays**

Monday, February 8, 3:00 pm – Sesame Street

Tune in and get creative with different art projects each week. Supplies available one week prior.

35 1-minute views, 13 peak live views, 75 bags distributed

### **Tween Escape Room**

Monday, February 8

Kids ages 8 – 11 work together to solve puzzles and open locks via Zoom.

Attendees: 8

### **Family Story Time**

Tuesday, February 9, 6:30 pm

Amy returned to presenting an evening story time, this time as a live virtual program versus pre-recorded, since live programs seem to draw more views.

21 1-minute views, 10 peak live views

### **Favorite Books and Bites**

Friday, February 19

Amy prepared bags of activities, craft supplies and snacks for pickup, then led a discussion about favorite author Kate DiCamillo on Zoom (no special reading required in advance). Ages 8 - 11.

Attendees: 9

### **Upcoming Kids' Events**

**Winter Story Time**, January 26 – March 5 on Facebook Live

Everybody Story Time Tuesdays at 9:30 a.m.

Toddler Story Time Wednesdays at 9:30 a.m.

Preschool Story Time Thursdays at 9:30 a.m.

Sensory Story Time Fridays at 9:30 a.m.

Baby Story Time Fridays at 10:30 a.m.

### **Llama Llama Story Time**

Monday, February 22, 9:30 am

Enjoy stories, songs, activities about Llama Llama!

### **Coding Club**

Mondays, February 22 and March 8, 3 – 4 pm

Join us for a virtual meet-up over Zoom. All experience levels welcome! We will be working on learning new computer science skills and encouraging each other to become better computer scientists! Ages 8 – 11.

### **Character Craft Mondays**

Monday, February 22, 3:00 pm – Llama Llama

Monday, March 8, 3:00 pm – Eric Carle

Tune in and get creative with different art projects each week. Supplies available one week prior.

### **Tween D&D**

Tuesdays, February 23, 3:45 – 5:15 pm

Fantasy and Adventure await in 5th edition Dungeons & Dragons.

Dusty runs this program for ages 8 -11 from his home. Tweens are split into two groups, meeting on different days.

### **Family Story Time**

Tuesdays, February 23 and March 9, 6:30 pm

Join this fun virtual family story time! We will read stories, sing songs, and do some movement activities. All ages.

### **Tween Craft**

Wednesday, February 24, 4 – 5 pm – Felt Pouches

Wednesday, March 10, 4 – 5 pm – No sew fleece pillow

Participants pick up the supplies for this program one week in advance through curbside service or inside the express library, then follow along with Mary and/or Leah as they direct the craft. Ages 8 – 11.

### **Eco Makers**

Monday, March 1, 3 – 3:30 pm – Bird Feeders

Monday, March 15, 3 – 3:30 pm – No Sew Sock Stuffed Animals

Have fun with activities that use recycled materials! Ages 6 – 11.

### **Minecraft Club: Java Edition and Bedrock Edition** (two separate groups, attending simultaneously)

Wednesday, March 3, 4 - 5 pm

Wednesday, March 17, 4 – 5 pm

Join VPL Youth Services on our very own Minecraft Server! Explore, build, and play in a safe and secure Minecraft world! Connect with Dusty to work on collaborative projects and explore an all-new map with exciting biomes and treasures.

### **Eric Carle Story Time**

Monday, March 8, 9:30 am

Enjoy stories, songs, activities about books by Eric Carle!

### **Tween Escape Room**

Monday, March 8, 4 – 5 pm

Ages 8 – 11 work together to solve puzzles and open locks via Zoom.

### **Favorite Books and Bites**

Thursday, March 18, 4 – 5 pm – Big Nate

Amy will lead a discussion about a favorite author or series (no special reading required in advance). Bags will be created and distributed with related activities, crafts and snacks. Ages 8 – 11.

### **Teen Events:**

#### **Teen D&D**

Thursdays, 4:00 – 5:30 pm

Using a virtual platform, teens played a cooperative adventure game based on storytelling and dice rolling.

February 4; Attendees: 5

February 11; Attendees: 6

February 18; Attendees: 6

#### **Teen Writing Club**

4:00 – 5:00 pm

Teens learned how to format dialogue, edit tense, and write creative non-fiction.

Monday, February 1, Attendees: 5

Monday, February 15, Attendees: 5

### **Teen Watercolor**

Wednesday, February 3, 4:00 – 5:00 pm

Teens picked up a free watercolor kit from the library and socialized with other kids over Zoom while using their kits.

Attendees: 2

### **Teen Craft: Water Bead Lanterns**

Wednesdays, 4:00 – 5:00 pm

Teens and tweens picked up craft supplies from the library and then followed along with a live video, so they could ask questions, interact, and listen to Mary and Leah answer “Would You Rather” questions.

January 27; Teen attendees: 13 (Tween 31) (knotted wall hangings)

February 10; Teen attendees: 22 (Tweens, 50) (No-sew fleece pillow)

### **Teens Among Us**

Friday, January 29, 4:00 – 5:00 pm

Teens played the popular online social game, Among Us.

Attendees: 5

### **Upcoming Teen Events:**

#### **Teen Watercolor**

Wednesday, March 3, 4:00 – 5:00 pm

While socializing, explore different watercolor techniques together after receiving a kit from the library.

#### **Teen Crafts**

Wednesdays, 4:00 – 5:00 pm

Pick up craft supplies from the library, and then follow along with a live video, so you can ask questions, interact, and listen to Mary and Leah answer “Would You Rather” questions.

February 24: Felt pouches

March 10: Paper lanterns

#### **Teen D&D**

Thursdays, 4:00 – 5:30 pm

#### **Teens Among Us**

Friday, February 26, 4:00 – 5:00 pm

Play the popular online social game, Among Us.

#### **Teen Writing Club**

Mondays, 3/1, 3/15, 3/29, 4:00 – 5:00 pm

Join other teens for a social workshop where you can work on craft, share stories, and get feedback from other aspiring authors.

## **Adult Classes & Events:**

### **Distance Learning English Classes for Adults**

This group English class will be offered online using Zoom. Students learn English speaking and communication skills. Topics include talking about family, health, communicating at work, meeting with your child's teacher, phone calls, small talk, and more. This class is presented in partnership with the Literacy Network.

Monday, January 25, 6:00–8:00 pm, attendees: 15 (13 via Zoom, 2 via phone)

Monday, February 1, 6:00–8:00 pm, attendees: 16 (12 via Zoom, 4 via phone)

Monday, February 8, 6:00–8:00 pm, attendees: 14 (10 via Zoom, 4 via phone)

Monday, February 15, 6:00–8:00 pm, attendees: 17 (14 via Zoom, 3 via phone)

### **Stop Clutter From Sneaking Into Your Home And Messing Up Your Life - Virtual**

Wednesday, January 27

Jill Annis, a professional organizer and the owner of Simply Organized, shared her best tips for keeping clutter away in a pre-recorded video.

Attendees: 136

### **Books 'n Booze Book Club**

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

Virtual discussion of *Magpie Murders* by Anthony Horowitz

Attendees: 18

### **Verona's Storm Water Quality – Virtual**

Tuesday, February 2, 6:30-7:30 pm

Marty Cieslik, construction manager for the City of Verona Public Works Department, summarized the water quality data collected from eight storm water ponds in the city. Attendees: 12

### **Operation Diabetes - Virtual**

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

Two pharmacy students and a professor from the Wisconsin Society of Pharmacy Students Community Outreach discussed the two types of diabetes, what insulin is and its role in the body, and the signs of diabetes.

Attendees: 3

### **Organic Techniques for Growing Vegetables - Virtual**

Thursday, February 18, 6:30-7:30 pm

Lisa Johnson, Dane County Extension Horticulture Educator, presented organic gardening techniques and practices that, when employed together, will help you grow healthy, productive vegetables.

Attendees: 17

## **Upcoming Adult Classes and Events:**

### **Distance Learning English Classes for Adults**

Mondays, January 25 - April 5, 6:00–8:00 pm

This group English class is offered online using Zoom. Learn English speaking and communication skills. Participate on your smartphone, a tablet, a laptop, or a computer. If you do not have any of these, Literacy Network can lend you a device. Students will receive English textbooks, at their level, in the mail. The textbook will be used for class and weekly homework. This class is presented in partnership with the Literacy Network.

### **Libraries Night Out: Wisconsin Edition with Author, Lauren Fox - Virtual**

Tuesday, February 23, 6:00-7:00 pm

Wisconsin libraries present Lauren Fox, author of SEND FOR ME, in conversation with Georgia Hunter. This event was made possible with the support of Penguin Random House Library Marketing and libraries across the state of Wisconsin.

### **Bathroom Renovations - Virtual**

Wednesday, February 24, 6:30-8:00 pm

Bathroom renovations and even small bathroom projects can be a huge undertaking. However, some general knowledge, the right products, and the correct tools can make a tricky task easier to tackle. Master Certified Remodeler and Universal Design Certified Professional, Bob Weirough, will cover the basics for some of the most common bathroom upgrades and repairs: flooring, faucets and shower installs. This program is in partnership with Project Home.

### **Books 'n Booze Book Club - Virtual**

February 25, 2021, 6:00 – 7:00 pm

Books 'N Booze is a book club for people who are interested in having a blast while discussing fun books and meeting new people. This month we will discuss *The Guernsey Literary & Potato Peel Pie Society* by Mary Ann Shaffer.

### **Making and Using Compost in Your Backyard - Virtual**

Tuesday, March 2, 6:30-7:30 pm

What is compost? Can I use it in my yard? What are the benefits of composting? A certified Master Gardener Volunteer will answer these questions and many more. You will learn the role that oxygen, food, and water play in the composting process along with what materials should never go in a compost pile.

### **Beyond the Herb Rack: Using Herbs Creatively in the Vegetable Garden - Virtual**

Wednesday, March 10, 6:30-7:30 pm

Fresh herbs can elevate any evening meal. Creatively incorporating herbs into your garden design can elevate your entire vegetable garden. Megan Cain, author, educator, and creative gardener, will share the simple process of building an herb spiral to add structure and interest to your garden.

### **Makko Ho Stretches - Virtual**

Tuesday, March 16, 6:30-7:30 pm

Learn to balance your meridians for greater health and harmony in just ten minutes, twice a day. Jo Anne Lindberg, a Shiatsu practitioner certified by the American Organization for Bodywork Therapies of Asia, will moderate this discussion while sharing her knowledge and expertise. No experience or skill levels required, and modifications for the various stretches will be discussed.

### **Storm Water Basin Management Strategies - Virtual**

Tuesday, March 23, 6:30-7:30 pm

Since 2012 the City has tried an alternative vegetation management strategy at Whalen Pond utilizing native plants and fire management. Now Marty Cieslik, construction manager of Verona's Public Works Department, will provide information on plans to implement these alternative management strategies at some of the 60 publicly owned and operated storm water basins and identify which basins have been selected for some of these alternative strategies.

### **BollyBeat Dance Fitness – Virtual**

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

Experience a refreshing and energizing workout full of authentic Bollywood flair! BollyBeat integrates fitness with dynamic choreography. Manisha Bhargava, professional Indian dance and hatha yoga teacher, will go through step-by-step cardio dance routines that are safe and fun. Ages 10+ welcome. No dance experience necessary.

### **Outreach Events**

#### **Virtual Preschool Story Time: Hometown Preschool and Our Redeemer Lutheran School**

Friday, January 22, 9:15 am and Wednesday, February 10, 11:00 am

Virtual songs and stories for preschoolers.

Attendees: 12, 22

#### **Virtual Senior Center Book Group**

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

The group read *Educated* by Tara Westover.

Attendees: 10

**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.
    - (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 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 Dane County Library. This service is available as long as the resident is homebound. The library user's existing library card will be changed ~~switched~~ to a -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 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 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, or 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 Statue 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.

**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, board games, and hotspots
14 Days	New adult fiction books, fiction walk-in books, magazines, newspapers, music CDs, <del>GoChip Beams</del> , 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 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 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 ~~\$20.00~~ \$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<sup>7</sup> 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 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 fees, 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. 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. 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 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 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.
- 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. 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.

EBI

Madison WI 53716  
608-469-4933

Sales Contact: Maryanne Michaelis 608-469-4933

### Verona Public Library

Prepared For: Verona  
500 Silent Street  
608-497-2861  
WI 53593

Job:  
PO Number: Maryanne Michaelis  
By:  
Notes:



Page 1 of 3  
2/19/2021  
3:43:15PM

Line #	Qty	Mfg	Part Number	Part Description	List	Ext List	Sell	Ext Sell	Sell - %
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1	1			USE QUOTE #Q-027942	\$0.00	\$0.00	\$0.00	\$0.00	0.00
				LEADTIME - 9 WEEKS					
				PRICING VALID FOR 60 DAYS					
				REVISED QUOTE 2/19/21					

2	1	7368	7368/FGD/2FO	7368 BRIGHTON 28"S CORNER MODULAR UNIT SEAT HEIGHT: 17" BACK HEIGHT: 30" FABRIC: GRADE 4 A-BACK: MOMENTUM CANTER EPU TEAL FABRIC DIR BACK: RAILROADED OR OFF THE BOLT TBD B-SEAT: MOMENTUM EON EPU OMEGA FABRIC DIR SEAT: RAILROADED OR OFF THE BOLT TBD C-SIDES: TBD FABRIC DIR SIDES: RAILROADED OR OFF THE BOLT TBD D-BACK: MOMENTUM CANTER EPU TEAL FABRIC DIRECTION: RAILROADED OR OFF THE BOLT TBD FGD: FLAT GANGING DEVICE 2FO: TWO FABRIC OPTION	\$2,897.00	\$2,897.00	\$1,593.35	\$1,593.35	45.00
3	2	7370	7370/FGD/2FO	7370 BRIGHTON 44"W 3 STEP STRAIGHT UNIT STEP 1 HEIGHT: 14" STEP 2 HEIGHT: 24" STEP 3 HEIGHT: 30" OVERALL WIDTH: 44"	\$3,618.00	\$7,236.00	\$1,989.90	\$3,979.80	45.00

Prepared For: **Verona Public Library**

500 Silent Street

Verona WI 53593  
608-497-2861

Job:

PO Number:

By:

Maryanne Michaeils

Line #	Qty	Mfg	Part Number	Part Description	List	Ext List	Sell	Ext Sell	Sell - %
4	1		7360	7360/FGD/2FO 7360 BRIGHTON 30"W STRAIGHT MODULAR UNIT SEAT HEIGHT: 17" BACK HEIGHT: 30" FABRIC: GRADE 4 A-BACK: MOMENTUM CANTER EPU TEAL FABRIC DIR BACK: RAILROAD OR OFF THE BOLT TBD B-SEAT: MOMENTUM EON EPU OMEGA FABRIC DIR SEAT: RAILROAD OR OFF THE BOLT TBD C-SIDES: TBD FABRIC DIR SIDES: RAILROAD OR OFF THE BOLT TBD FGD: FLAT GANGING DEVICE ZFO: TWO FABRIC OPTION	\$2,195.00	\$2,195.00	\$1,207.25	\$1,207.25	45.00
5	1		7350	7350/FGD 7350 BRIGHTON 22"W BACKLESS UNIT SEAT HEIGHT: 17" FABRIC: GRADE 5 B-TOP: MOMENTUM EON EPU OMEGA FABRIC DIR TOP: RAILROAD OR OFF THE BOLT TBD C-SIDES: MOMENTUM EON EPU OMEGA FABRIC DIR SIDES: RAILROAD OR OFF THE BOLT TBD FGD: FLAT GANGING DEVICE	\$1,678.00	\$1,678.00	\$922.90	\$922.90	45.00

Prepared For: **Verona Public Library**

500 Silent Street

Verona WI 53593  
608-497-2861

Job:

PO Number:

By:

Maryanne Michaelis

Notes:

Line #	Qty	Mfg	Part Number	Part Description	List	Ext List	Sell	Ext Sell	Sell - %	
6	5	FGD	FGD	FGD FLAT GANGING DEVICE	\$59.00	\$295.00	\$32.45	\$162.25	45.00	
7	1	D & I		RECEIVE, DELIVER AND INSTALL	\$0.00	\$0.00	\$0.00	\$0.00	0.00	
<b>Tag Subtotals:</b>						\$14,301.00		\$7,865.55		
<b>Total List:</b>					\$14,301.00	<b>Total Sell:</b>	\$7,865.55			

Authorized Customer Signature: \_\_\_\_\_

Printed Name / Title: \_\_\_\_\_

Date: \_\_\_\_\_

Back is also Omega

