

AGENDA

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

**Wednesday, May 4, 2022, 6:30 p.m.
Library Community Room**

Call to order

- Approval of the Regular Meeting Minutes of 4/6/22
- Review and approval of April 2022 invoices
- Public Comments
- City Council Liaison's report
- Library Director's report
- Old Business
 1. Discussion and possible action regarding library response to COVID-19
 2. Preliminary discussion of the 2023 budget
- New Business
 1. Discussion and possible action regarding the Collection Development Policy
 2. Discussion and possible action regarding purchase of display shelving for new books

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

Wednesday, April 6, 2022, 6:30 p.m.
Virtual Meeting via Zoom

Present: Hopp, Conwell, Cronin, Huemmer, Safarik, Sohail, Voss, Burkart
Guests: Strutz

Call to order:

Hopp called the meeting to order at 6:32 p.m.

Approval of Minutes:

A motion was made by Sohail, seconded by Huemmer to approve the Regular Meeting Minutes of 3/02/2022. Motion carried.

Review and Approval of Invoices:

A motion was made by Huemmer, seconded by Voss to approve the March 2022 invoices. Motion carried.

Public Comments:

None

City Council Liaison Report:

- Elections were held.
- No Mow May is now an ordinance allowing Verona residents to let grass grow throughout the month of May to promote habitat for pollinators. Channel 3000 will air an interview educating the public on the benefits of No Mow May.
- Construction beginning on exit lane addition near Epic and at intersection of PB and M.

Library Director's Report:

- Recent power outage at library of undetermined cause.
- Several staff attended PLA Conference in Portland, OR.
- Temporary wall will be built to provide defined staff space around Reference desk.

Old Business:

1. Discussion and possible action regarding library response to COVID-19:

- Masks are encouraged throughout library, especially in children's area.
- Final decision regarding children's performers for the Summer Reading Program will be at the discretion of library management. Board encouraged library to consider offering two duplicate shows on the same day to keep attendance numbers smaller. Varying the day of the week was also a strategy recommended to control crowd size.

- Board supports the return of in-person programs that include food/snacks for smaller gatherings of patrons aged 5 and up. Individually packaged food items are encouraged when possible.
- Study Room 3 and Study Room 4 will re-open for public use by the end of April. Story times will be held in the Community Room. Virtual events will be streamed from the Storytime Room. Book processing will return to the staff workroom.
- Recycling containers for masks will be offered while demand remains high.

New Business:

1. Discussion and possible action regarding the 2022 adjacent county reimbursement billing:

- When individuals who live in an area without a public library check out items from Verona Public Library, the county where they live is charged for library services.
- South Central Library System can bill these counties on behalf of Verona Public Library.
- A motion was made by Voss, seconded by Safarik, to allow SCLS to bill adjacent counties. Motion carried.

2. Preliminary discussion of the 2023 budget:

- Dane County funding will remain at current level for 2023. Information on minimum funding from City of Verona will be available in August.
- Library management will evaluate staffing needs in relation to budget.
- Replacing carpet in children's area is a capital expense, not included in the annual operational budget.
- Board expressed interest in making improvements to outdoor spaces in order to use them for library programming.

Adjournment: Meeting adjourned at 7:10 p.m.

Next meeting: May 4, 6:30 p.m., to be held in person.

4/11/2022 ES

VERONA PUBLIC LIBRARY
DIRECTOR'S REPORT
April 2022

I. Collection Development

Preliminary work is being done to create an adult World Languages collection. Top languages spoken in Verona households are Spanish, Hindi, Korean, and Vietnamese. Other languages spoken by Verona households are Chinese, Arabic, German, Hebrew, Hungarian, Italian, Japanese, Dutch, Norwegian, Polish, Portuguese, and Russian. The school district reports that 14% of the students are English language learners

Number of items added and deleted in March 2022.

Item Type	Added	Deleted
Books	664	226
Audio	10	247
Software	11	0
Video/DVD	65	11
Other (kits, etc.)	5	4
Magazines	134	176
TOTAL	889	664
YTD	3251	2548

II. Circulation

March Statistics

Self-check-outs	33,200
Total check-outs	49,314
Self-check-outs vs. desk	86.75%
Check-ins	36,358
Library cards added	155
Holds placed	12,878

III. Reference

Statistics, March 30 – April 22:

Reference: 597 transactions
Children's Reference: 629 transactions
Directional: 176 transactions
Proctoring: 6 exams proctored
Outer Library Loans: 31 requests
One-on-One Instruction: 68
Personal Archiving Lab Sessions: 4
Computer Use: 412
Library Visits: 11,423
Librarian's Choice: 4

Social Media & Email Engagement:

Facebook: 4,094 followers, 63 posts

Twitter: 1,784 followers, 0 tweets

Instagram: 1,305 followers, 3 posts, 5 reels

Events Newsletter A: 10,390 recipients

Events Newsletter B: 10,382 recipients

WOTS 5K Same Day Registration Newsletter: 10,374 recipients

IV. Personnel and Staff Development

Abby Kolosovskiy has accepted the position of Communication Coordinator/Reference Librarian. Her first day will be May 23.

Mona Cassis resigned her position as Library Page I, her last day will be April 29.

Daphne Buan resigned her position as Library Page I, her last day will be May 4.

Nat Johlas started as a Library Page I on April 21.

Monika Hetzler started working as a Library Assistant on April 11, 2022.

V. Equipment and Physical Facilities

The Lego wall in the children's area is being reinstalled to make it more sturdy.

The new half wall behind the reference desk was completed and reference staff are now working there instead of at the main service desk during the weekdays.

The front door hinges are failing and the doors are sagging inward. The doors have been repaired several times in the past few years. Simon has gotten a quote to replace the doors and door frame to correct this ongoing problem.

VI. Administration and Internal Operations

A patron submitted a request for reconsideration form for the book *Cuier: Queer Brazil*, which is a collection of poetry for adults. Per the library Collection Development Policy, Stacey assembled a panel of library staff who read professional reviews, evaluated the work, and concluded the title should remain in the library collection. The patron was notified of this decision by mail and the library has not heard anything further.

VII. Marketing and Public Relations

Emma is working on developing promotional postcards and audience targeting for the Library Marketing mini-grant that we were awarded. The postcards will be mailed out mid-May. The grant is supported by Wisconsin Department of Public Instruction (DPI), Public Library Development Team, with funding support from the Institute of Museum and Library Services.

Emma made graphics for 10 programs, plus bookmarks for 5 adult programs. Mark has been creating and sharing events on Facebook, while Tonja has taken over updating the web slider, TV, and self-checks.

VIII. System and Interagency Cooperation

Nothing to report

IX. Fundraising

The lifetime total raised for the endowment fund is \$305,946. The balance of our endowment fund at the end of 2021 was \$396,675.

The annual 5K Run/Walk fundraiser will take place on Saturday, April 30, rain or shine.

X. Events, Programs and Exhibits

Kid's Events and Programs:

1000 Books before Kindergarten

Ten kids were registered this month, bringing the total number of registrants to 2298.

In-person Story Times

March 14 – May 6

In the community room. Registration required

Baby Story Time (ages 0 -18 months)

A lap-sit story time for infants and their caregivers.

Fridays, 10:30 am

Toddler Story Time (ages 1 – 2)

Stories, songs, and rhymes for toddlers and their caregivers. Siblings welcome.

Mondays, 9:30 am

Wednesdays 9:30 am

Fridays, 9:30 am virtual

Preschool Story Time (ages 3 – 5)

Stories, songs, and rhymes for preschoolers and their caregivers.

Mondays, 10:30 am, virtual 11:30 am

Tuesdays 10:30 am

Everybody Story Time (ages 0 – 5)

Stories, songs, and rhymes for children and their caregivers.

Thursdays 9:30 am and 10:30 am

Crayon Scavenger Hunt

Crayons modeled after the book “The Day the Crayons Quit” were placed around the library for a scavenger hunt. Kids really loved it, and one child went around again to say good-bye to all of them. Finishers received bubbles in the shape of a crayon.

Attendees: 200

March Madness: Library edition

Jess created a March Madness-style bracket of children's book characters and patrons could vote between two characters by placing marbles into the jar for their favorite character. The ultimate champion was Pigeon.

Attendees: 2143 (total votes counted)

Tween Craft: Fidget Keychain

Wednesday, March 23, 4:00 pm

1-minute views: 14

Bags distributed: 21

Virtual Encanto Story Time

Tuesday, March 29, 9:30 am

Enjoy stories, songs, and activities about Encanto!

1-minute views: 85

Bags distributed: 235

I think my child is being bullied or is a bully. Now what?

Thursday, April 7, 6:30 – 7:30 pm

Whether your child is being bullied or is a bully, there are specific steps to take to ensure the best outcomes for all involved. Presented by Christine Bright, Certified Parent and Family Coach, this program was developed for the Youth and Families Commission of Sun Prairie.

Attendees: 1

Virtual Pinkalicious Story Time

Tuesday, April 12, 9:30 am

Enjoy stories, songs, and activities about Pinkalicious!

1-minute views: 20

Bags distributed: 200

Pokémon Club

Thursday, April 14, 4:00 pm

Now in person! Join fellow Pokémon fanatics for a Pokémon related activity each month. Bring your Gameboy, Switch, or learn to play the trading card game and compete against other kids! Bring your own deck or borrow one of ours. Ages 6-11. In the community room. It was fun to be back with school-age kids in person. One attendee said she could be in Pokémon Club for hours and hours.

Attendees: 11

Favorite Books and Bites: 13-Story Treehouse

Monday, April 18, 4:00 pm

Discuss the series 13-Story Treehouse, plus enjoy activities and snacks related to the books. Ages 8 - 11.

Attendees: 3

Upcoming Kids' Events

Virtual Music & Movement Story Time

Tuesday, April 19, 9:30 am

Join us for a musical story time with egg shakers and ribbon rings! Geared to ages 1-3. Tune in on Facebook at: <https://www.facebook.com/veronapubliclibrary/>. Craft bags will be available one week prior. Be sure to make your crafts before the story time!

1-minute views: statistics will be reported after one week of viewership

Bags distributed: 75

Virtual Clifford Story Time

Tuesday, April 26, 9:30 am

Enjoy stories, songs, and activities about Clifford! No registration. Clifford craft bags will be available in the children's area starting April 19 while supplies last.

Lego Club

Tuesday, April 28, 4:00 pm

Join fellow Lego fanatics for challenges and meet-up over Zoom. Ages 6-11.

Word on the Street Kids Run

Saturday, April 30, 9:15 am

Free Comic Book Day

Saturday May 7, 1:00 – 3:00 pm

Drop by to celebrate Free Comic Book Day! Choose some free comics for kids and teens, plus create your own comics, decorate a superhero mask and more. While supplies last. Geared to ages 6 - 18. In the community room.

Pokémon Club

Thursday, May 12, 4:00 pm

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

Favorite Books and Bites: Mr. Lemoncello

Monday, May 16, 4:00 pm

Now in person! Discuss the Mr. Lemoncello series, plus enjoy activities and snacks related to the books. Please register in advance. Ages 8 - 11. In the community room.

Virtual Peppa Pig Story Time

Tuesday, May 24, 9:30 am

Enjoy stories, songs, and activities about Peppa Pig! No registration. Peppa Pig craft bags will be available in the children's area starting May 17, while supplies last.

Lego Club

Tuesday, May 26, 4:00 pm

Join fellow Lego fanatics for challenges and meet-up over Zoom. Ages 6-11.

Teen Events:

Paint-a-Pot

Saturday, April 16, 1:00 – 2:00 pm

In collaboration with UW-Madison iSchool students, teens painted pots, repotted succulents and learned how to care for them. They also created plant pot hangers from twine.

Attendees: 16

Teen Writing Club

Monday, April 18, 4:15 – 5:15 pm

Teens created short stories together.

Attendees: 4

Teen Cookie Decorating

Saturday, April 23, 1:00 – 2:00 pm

Tracey, from Morning Girl Cookies, demonstrated basic icing techniques. Teens then decorated their own cookies. UW-Madison iSchool students helped facilitate the program.

Attendees: 9

Upcoming Teen Events:

CosmoKnights Book Club & Craft

Wednesday, April 27, 4:30-5:30 pm

Join other high school students for a book club and dream jar craft! We'll be exploring space and discussing the webcomic -- Cosmoknights -- a comic about a "ragtag band of space gays."

Teen Writing Club

Monday, May 16, 4:15 – 5:15 pm

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

College Admissions 101

Wednesday, May 11, 7:00 – 8:00 pm

Join Zach Galin from Galin Education to learn what sophomores and juniors can be doing now to prepare for the college application process. From planning your courses and your summer plans, to when to start visiting colleges and writing essays, you will come away with a timeline of what to expect and how to make the most of your next years of high school. Both guardians and students are welcome!

Adult Classes & Events:

Adult Classes and Events

Distance Learning English Classes

Beginner English, Monday, March 28, Attendees: 7

Intermediate English, Tuesday, March 29, Attendees: 4

Beginner English, Monday, April 4, Attendees: 7

Intermediate English, Tuesday, April 5, Attendees: 6

Beginner English, Monday, April 11, Attendees: 7

Intermediate English, Tuesday, April 12, Attendees: 6

WiBee – Join in Community Science with Wisconsin Wild Bee App - Virtual

Monday, April 4, 6:30 - 7:30 pm

Dr. Claudio Gratton, from the Entomology Department at UW-Madison, discussed Wisconsin's diversity of bees, what bees do, and how we can improve their environment and aid in their conservation. We were introduced to a Wisconsin-based community science project called WiBee, where through the use a simple smartphone app you can learn to observe bees and collect data that will be used to better understand their abundance and patterns.

Attendees: 8

Senior Case Management Outreach

Monday, April 11, Drop in between 1:00 – 2:00 pm

A case manager from the Verona Senior Center was available to answer questions and provide resources for older adults and their caregivers.

Attendees: 1

Artist Reception *Verona: Past, Present & Future* - City Banner Project Celebrating Verona's 175th Birthday

Tuesday, April 12, 7:00 – 7:30 pm

Students of the Verona Area School District designed banners using their interpretations of the theme *Verona: Past, Present or Future* were presented a certificate.

Attendees: 71

Pollinators and Your Garden - Virtual

Wednesday, April 20, 6:30 - 7:30 pm

Lisa Johnson, Dane County Extension Horticulture Educator, discussed what you can do in your gardens to help provide habitat and protect our local pollinators.

Attendees: 10

Using Word/Google Docs

Thursday, April 21, 1:00 - 2:30 pm

A professional educator from DANEnet taught the computer class.

Attendees: 1

Upcoming Adult Classes & Events

Distance Learning English Classes for Adults

Mondays 6-8 pm, Beginner, January 24 - May 2, 2022

Tuesdays 6-8 pm, Intermediate, January 25 - May 3, 2022

This free group English class will be offered mostly online using Zoom. In-person classes will take place at the Verona Public Library (500 Silent St, Verona WI 53593) on March 7 and May 3. You will practice speaking, listening, reading, writing and new vocabulary in English. You can take your Zoom class 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 free 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 Literacy Network. For more information and to sign up, please call Becky Fabrizio at Literacy Network at (608) 268-6425 or email her at becky@litnetwork.org.

Cranes over Wisconsin - Virtual

Wednesday, April 27, 6:30 - 7:30 pm

Join Stephanie Schmidt, Outreach Coordinator for the International Crane Foundation, to learn about the cranes of Wisconsin. Following this interactive presentation, you will be able to identify Sandhill Cranes and Whooping Cranes, know the history of both crane species, understand the current work crane conservation partners are doing to protect cranes in Wisconsin and throughout their flyways, and find out how you can be an ambassador for cranes. Registration required and limited to 50 participants.

Becoming Red Cross Ready, a Guide to Disaster Preparedness

Monday, May 2, 6:30 - 7:30 pm

When severe weather does its worst, leaving damage, impassable roads, and downed powerlines, will you be prepared? Do you have a plan on how to keep your family, neighbors, and pets safe? Becoming "Red Cross Ready" for an emergency means following our simple steps in advance to ensure you can weather a crisis safely and comfortably. The American Red Cross knows what you're up against and will provide tips that could be lifesaving. Being prepared may not prevent a disaster, but it will give you confidence to meet the challenge.

Senior Case Management Outreach

Monday, May 9, Drop in Between 1:00 - 2:00

A case manager from the Verona Senior center will answer questions and provide resources for older adults and their caregivers. Information on Medicare/Medicaid, nutrition, housing, assistance in the home, and resources in Verona and Dane County will be available.

Speaking With Music

Monday, May 9, 6:30 - 7:30 pm

HMong music is the last surviving musical language in the world. Able to mimic HMong speech by using musical intervals, ornamentation, and chords to imitate linguistic tones, consonants, and vowels, Hmong music allows musicians to literally speak with music. Join Neng Now for a musical performance and to learn about HMong music. Sponsored by Beyond the Page, Madison Community Foundation and National Endowment for the Humanities.

Stand with Ukraine: Ukrainian Author Event

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

The Russian invasion of Ukraine on February 24th has shaken the world to its foundation. Dr. Ruslana Westerlund, is an author and a local Ukrainian whose family is still in Ukraine. Dr. Westerlund will talk about the war and read from her book, *From Borsch to Burgers: A Cross-Cultural Memoir*, which she published before the war started. She will share stories about Ukraine, show pictures of her peaceful agrarian country and briefly cover the history of Ukraine's fight against the Russian aggressor for more than a century. Books will be available for sale and signing. All proceeds from book sales will go to support humanitarian aid for Ukrainians in Ukraine.

Rainforests and Climate Change

Thursday, May 19, 6:30 - 7:00 pm

Join Bruce Calhoun, president of Save the Rainforest, and learn about climate change, the ecology of rainforests, and a new Save the Rainforest Inc. initiative that supports the forest protection efforts of indigenous peoples living in the Amazon. Calhoun will also explain how individuals and businesses can offset their carbon footprint through various reforestation projects in the tropics.

Using Social Media to Enhance Your Genealogical Research

Monday, May 23, 6:30 - 7:30 pm

Social media now has a big stake in our lives: how we communicate, how we learn, how we socialize, and how we break down barriers. Social media is a key in breaking down the brick walls that genealogists keep getting trapped behind. Eleanor Brinsko, professional genealogist, will walk you through how to use some of the largest social media platforms in order to answer your genealogical questions, connect you to cousins, and learn about the hometowns and origins of your ancestry.

Verona Reads! Book Distribution: *Firekeeper's Daughter*

Thursday, May 26, 5:30 pm

Pick up your free copy of *Firekeeper's Daughter* by Angeline Boulley. Limited copies available. One copy per family.

Exhibits

March 11 – April 9

The *Legendary* exhibition showcases artistic portraits and stories of legendary women of color in science, technology, engineering, and mathematics (STEM). Experience this exhibit of women who have often been the unsung heroines of science, math and medicine. The entire exhibition is on view at the following Dane County libraries: Sun Prairie Public Library, Waunakee Public Library, Verona Public Library, Monona Public Library, Fitchburg Public Library, Stoughton Public Library, McFarland Public Library and Middleton Public Library.

Verona: Past, Present & Future - City Banner Project Celebrating Verona's 175th Birthday

April 5 – 19

Students of the Verona Area School District designed banners using their interpretations of the theme *Verona: Past, Present or Future*. Twenty-two designs were chosen for banners to be displayed along the boulevard of West Verona Avenue with two photos from the Verona Area Historical Society bookending the set. The banners will be on exhibit in the Verona Public Library prior to display on West Verona Avenue. Verona Area Education Foundation partnered with the Verona Area Historical Society and the City of Verona for this project

Verona: Then and Now - Photography Exhibit

June 1 - 30

Take a trip through space and time as you gaze upon large photographs of historic Verona placed side by side with their modern counterparts. Why does Hometown Junction look like a train station? Did someone once live in Kismet Books? Discover the hidden stories behind places you walk by every day.

Outreach Events

Outreach story times:

Total daycare story time presentations: 6

Library Card Registration at Sugar Creek Elementary School

Saturday, April 9, 11:00 am – 2:00 pm

The Dream Bus invited VPL to join them at an egg hunt at Sugar Creek to sign families up for library cards.

Attendees: 70

Senior Center Book Group

Wednesday, April 13, 10:00 – 11:00 am

The group discussed *The Lost Apothecary* by Sarah Penner and met in person for the first time since March 2020.

Attendees: 9

Verona Eggstravaganza

Saturday, April 16, 9:00 am – 12:00 pm

The library hosted a bunny finger puppet craft at the Chamber of Commerce's annual Eggstravaganza.

Attendees: 308

Four Winds Book Group

Tuesday, April 19, 10:00 – 11:00 am

The residents met to discuss *Things You Save in a Fire* by Katherine Center.

Attendees: 5

Upcoming Outreach Events

Prairie Oaks Book Group

Thursday, April 28, 1:00 – 2:00 pm

The group will be reading *Anxious People* by Fredrik Backman.

Books 'n Booze

Thursday, April 28, 6:00 – 7:00 pm

The group will be discussing *Whiskey When We're Dry* by John Larison.

Senior Center Book Group

Wednesday, May 11, 10:00 – 11:00 am

The group will be reading *The Lost Apothecary* by Sarah Penner.

Family Literacy Night at Stoner Prairie Elementary School

Wednesday, May 11, 3:30 – 6:30 pm

Maureen and Marissa will be bringing a craft, signing families up for library cards, and sharing library information at Stoner Prairie's Family Literacy Night.

Four Winds Book Group

Tuesday, May 17, 10:00 – 11:00 am

The residents will meet to discuss *Camino Island* by John Grisham.

Public Library Association Conference wrap-up

Stacey, Emma, Theresa, and Leah attended the Public Library Association Conference in Portland, OR March 23-25. Here are some things we found valuable from the conference.

Leah: PLA 2022 emphasized how libraries continue to be a force for change, especially when it comes to diversity, equity, and inclusion. Programming content involved many useful sessions, from how to have difficult conversations with respect and compassion, while striving to give voice to underrepresented populations, to utilizing community partnerships to maximize reach within realistic staffing time constraints, to using our collections to celebrate community cultures within programming while emphasizing early literacy.

Stacey: Conference highlights for me were several sessions on intellectual freedom which is a big topic right now because nationally book challenges are on the rise and some alarming legislation has been passed in different parts of the country. I also attended a meaningful presentation on joy as an act of resistance where the attendees shared ways their libraries tried to bring joy, creativity, and improve the quality of life for their citizens during the pandemic. Other great presentations were on maker spaces & the future of libraries, staff security strategies, and message dissemination during a crisis.

Theresa: I attended several sessions that were concerned with Equity, Inclusion, and Diversity. The sessions that I thought were most applicable to our library included one session about building a dynamic world language collection; another session on how to take bias out of the library catalog; and a couple of sessions on running a diversity audit on the library collection. My biggest takeaway from the conference was figuring out ways to make our collections more accessible and more diverse, something that has been an interest of mine for quite a while. The diversity audit can show us areas in which we are lacking, and moving specific items from one area in the nonfiction to a different area can address bias in our organizational scheme. Overall, I got some great ideas on how to make tweaks to our collection to help all people feel welcome in our space.

Emma: Highlights of some of the sessions I found most useful included “Building a Dynamic World Languages Collection for Your Multilingual Community”. Key takeaways were that we should look at vendors who specialize in non-English language materials, cataloging will be difficult, if possible we should get input from native speakers, and signage in the given language is a must.

Another presentation that we can apply to our library was “After the Collection Diversity Audit”. We first need to decide what our goal is with the diversity audit project. I think we should align with the school district over the community racial/ethnic breakdown. Currently our numbers are very close to the community breakdown based on the sample of the collection (only 5% of fiction, mystery, sci fi, and fantasy) we’ve assessed and recent census data.

Race & Ethnicity	Community Breakdown	Diversity Audit	School District
White Alone	90.1%	89%	62.6%
African American	4.3%	3%	7.5%
Asian Alone	3.4%	4%	3.9%
Two or More Races	2.1%	--	6.4%
Hispanic or Latinx	0.8%	1%	19.5%
Native American	--	--	0.1%
Native Hawaiian/Pacific Islander	--	--	0.1%

Verona Public Library Collection Management Policy

I. Introduction

- a. This policy was developed to serve as a guide for the library's selectors in regards to collection development, management, and material selection. It defines what comprises the collection, specifies what types of materials are included, and explains the basis for making collection management decisions. The policy also serves to inform the public about the library's collection and the principles that govern the selection process.
- b. The goals and objectives stated in this policy are designed to assist library professionals in the selection process rather than replace their judgement.
- c. The library will continuously work to curate a collection representing a wide array of people, cultures, ideas, and experiences. The process of curating, maintaining, and providing a diverse and equitable collection is an ongoing process which will be considered during all aspects of collection management.
- d. The following statements and policies have been adopted by the Library and are used as guidelines for the development of the Library collections. The Library endorses the American Library Association's "Library Bill of Rights," "Freedom to Read," and "Freedom to View," presented under VII. Appendix.

II. Library Mission Statement

The mission of the Library is to enrich lives and build community by providing opportunities to discover, connect, learn, and enjoy.

III. Collection Development Policy

- a. The Library's collection is reviewed in an ongoing basis to meet current needs with the exception of certain areas of the collection outlined in the following policy. This policy works to support the library's goals as outlined below:
 1. Provide popular materials
 2. Promote lifelong learning
 3. Support diversity, equity, and inclusion
 4. Provide a space for community gathering
- b. Selection of library materials and resources is the responsibility of the professional staff of the Verona Public Library. Other staff members and the public may recommend materials for consideration. Final responsibility rests with the Director. The Director, who operates within the framework of this policy as approved by the Library Board of Trustees, delegates the authority to interpret the policy in day-to-day decisions to professional staff members. The Director retains the authority to reject or select any item contrary to the recommendations of the staff.
- c. Guidelines
 1. The selection of any material or resource does not constitute an endorsement
 2. The library recognizes that many materials and resources can be controversial
 3. Selection decisions are guided by the merits of the work, collection needs, and interests of a diverse community.
 4. Selection decisions are not influenced by the possibility that material may be accessible to children. Responsibility for children's use of library materials and resources lies with their parents, legal guardians, or caretakers.

5. The library selects materials of varying complexity and format because it serves a public that includes a wide range of ages, educational backgrounds, interests, sensory preferences, and reading skills. When staff review and select materials for purchase, they consider the needs of the entire community.
 6. The library may select materials that are to be used in the library only.
- d. Criteria for Selection
1. Each type of material must be considered in terms of its own merits and its intended audience. A single standard does not apply to all acquisition decisions; therefore, some material may be chosen to fulfill recreational needs of the community, while others may be selected because of their artistic merit, scholarship, or value to humanity.
 2. Library materials that experience high demand, may or may not meet the general and specific criteria contained in this policy. Volume and nature of patron requests is a serious consideration for selectors. Additionally as the community's social and intellectual climate changes, materials not originally recommended for purchase can become of interest. Such materials will be reevaluated as the need arises.
 3. Acquisition guidelines are objective in order to build a reputable collection. Selectors evaluate both purchased and donated acquisitions by examining professional reviews (ex. Library Journal) and by adhering to the standards listed in this policy.
 4. As a member of the South Central Library System (SCLS), the library provides materials and services to residents throughout the system who have library cards.
 5. Materials donated to the library are not automatically added to the collection. These items are reviewed according to the selection criteria. The Library may add works produced by authors, printer, or publishers with Verona connections that meet the purpose and objectives of this policy.

IV. Maintenance of Library Materials

- a. Most library materials are processed in such a way as to ensure their maximum use under normal circumstances.
- b. Damaged but still usable materials are mended according to an established set of procedures.

V. Weeding of Library Materials

- a. Weeding is a positive and necessary function that enhances the collection's usefulness and appearance. Weeding can reduce the space a collection occupies to make room for better suited materials in addition to decreasing the time required to maintain it.
- b. Criteria to consider when weeding materials:
 1. Relevancy and accuracy of information
 2. Low circulation statistics
 3. Availability of improved or newer editions
 4. Material no longer in demand in the community
 5. Condition and appearance
 6. Space availability
 7. Outdated or harmful representations of groups of people
- c. Replacement of materials that are withdrawn is not automatic. The following criteria are considered when determining the need for replacement:
 1. Number of copies in SCLS libraries
 2. Existence of adequate coverage of the subject
 3. Demand for the specific title or for material in that subject area

4. Existence of a newer format as a replacement
- d. Withdrawn materials may be donated to the Friends of the Library for resale, donated to another local organization, or offered to other libraries. Materials unsuitable for transfer or sale are discarded or recycled. The library will not accept requests to hold weeded materials for individuals, with the exception of batches of frequently discarded newspapers. Donated items not added to the library collection may be disposed of in this way or sold to benefit the library.

VI. Reconsideration of Library Materials

- a. The Verona Public Library recognizes that at any given time some materials may be deemed inappropriate or offensive by patrons. Selection of materials are based on the principles stated in this policy. Materials will not be identified to show approval or disapproval. No materials will be sequestered except to protect it from damage or theft.
- b. The Library Board believes that censorship is purely an individual matter and declares that while anyone is free to reject for themselves books and other materials that they do not approve of, they cannot exercise this right of censorship to other persons to read or use other library materials. The Verona Public Library adheres to and supports the Library Bill of Rights and the Freedom to Read Statement. (See Appendix.)
- c. Responsibility for supervising children's use of the library and library materials rests with parents or legal guardians. At no time will the library staff act *in loco parentis*. Selection of library material will not be inhibited by the possibility that materials may come into the possession of children.
- d. Patrons requesting that Verona materials be moved or withdrawn from the collection must complete a "Request for Reconsideration of Library Materials" form, a sample of which is included in the Appendix of this policy. The request for reconsideration will be addressed in writing by the Library Director within (10) ten days. The Library Director will assign a panel of staff members to evaluate the item in question. This will be completed in no more than (30) thirty days of the initial request for reconsideration. The panel's recommendations will be considered, and the Library Director's final decision will be mailed to the patron. Patrons may appeal the decision of the Library Director to the Verona Public Library Board of Trustees. An appeal must be made in writing and delivered to the Library Director. Upon receipt of the written appeal, discussion of the appeal will be scheduled on the agenda of the next regularly scheduled meeting of the Library Board of Trustees. Their decision will be final.

VII. Appendix of the Collection Development Policy includes:

- "Request for Reconsideration of Library Materials" form
- "Certificate of Donation" form
- "Freedom to Read Statement"
- "Freedom to View"
- "Library Bill of Rights"

This policy replaces any previous policy regarding collection development.

Library Board approved on August 6, 2008

Library Board approved revision on June 8, 2011

Library Board reviewed on June 6, 2012

Library Board approved revision on June 5, 2013

Library Board Approved revision on June 4, 2014

Library Board approved revision on March 7, 2018

Verona Public Library

Collection Management Development Policy

Verona Public Library

I. Introduction

- a. This policy was developed ~~for the Verona Public Library's collection and~~ to serve as a guide for the library's selectors in regards to collection development, management, and material selection. It defines what comprises the collection, specifies what types of materials are included, and explains the basis for making collection management decisions. The policy also serves to inform the public about the library's collection and the principles that govern the selection process.
- b. The goals and objectives stated in this policy are designed to assist library professionals in the selection process rather than replace their judgement.
- ~~b.c.~~ The library will continuously work to curate a collection representing a wide array of people, cultures, ideas, and experiences. The process of curating, maintaining, and providing a diverse and equitable collection is an ongoing process which will be considered during all aspects of collection management.
- ~~c.d.~~ The following statements and policies have been adopted by the Library and are used as guidelines for the development of the Library collections. The Library endorses the American Library Association's "Library Bill of Rights," "Freedom to Read," and "Freedom to View," presented under VII. Appendix.

II. Library Mission Statement

The mission of the Library is to enrich lives and build community by providing opportunities to discover, connect, learn, and enjoy.

III. Collection Development Policy

- a. The Library's collection is reviewed in an on-going basis to meet current needs with the exception of certain areas of the collection outlined in the following policy. This policy works to support the library's goals as outlined below:
 1. Provide popular materials
 2. Promote lifelong learning
 3. Support ~~cultural~~ diversity, equity, and inclusion
 4. Provide a space for community gathering
- b. Selection of library materials and resources is the responsibility of the professional staff of the Verona Public Library. Other staff members and the public may recommend materials for consideration. Final responsibility rests with the Director. The Director, who operates within the framework of this policy as approved by the Library Board of Trustees, delegates the authority to interpret the policy in day-to-day decisions to professional staff members. The Director retains the authority to reject or select any item contrary to the recommendations of the staff.
- c. Guidelines
 1. The selection of any material or resource does not constitute an endorsement
 2. The library recognizes that many materials and resources can be controversial
 3. Selection decisions are guided by the merits of the work, collection needs, and interests of a diverse community.
 4. Selection decisions are not influenced by the possibility that material may be accessible to children. Responsibility for children's use of library materials and resources lies with their parents, legal guardians, or caretakers.

5. The library selects materials of varying complexity and format because it serves a public embracing that includes a wide range of ages, educational backgrounds, interests, sensory preferences, and reading skills. When staff review and select materials for purchase, they consider the needs of the entire community.
- ~~5.6. The library may select materials that are to be used in the library only.~~
- ~~6. Criteria for Selection The library may select materials that are to be used in the library only.~~

d.

~~d. Criteria for Selection:~~

1. Each type of material must be considered in terms of its own merits and its intended audience. A single standard does not apply to all acquisition decisions; therefore, some material may be chosen to fulfill recreational needs of the community, while others may be selected because of their artistic merit, scholarship, or value to humanity.
2. Library materials that experience high demand, may or may not meet the general and specific criteria contained in this policy. Volume and nature of patron requests is a serious consideration for selectors. Additionally as the community's social and intellectual climate changes, materials not originally recommended for purchase can become of interest. Such materials will be reevaluated as the need arises.
3. Acquisition guidelines are objective in order to build a reputable collection. Selectors evaluate both purchased and donated acquisitions by examining professional reviews (ex. Library Journal) and by adhering to the standards listed in this policy.
4. As a member of the South Central Library System (SCLS), the library provides materials and services to residents throughout the system who have library cards. ~~The Verona Public Library collections are part of the greater LINK catalog.~~
5. Materials donated to the library are not automatically added to the collection. These items are reviewed according to the selection criteria. The Library may add ~~to its collection~~ works produced by authors, printer, or publishers with Verona connections that meet the purpose and objectives of this policy.

IV. Maintenance of Library Materials

- a. Most library materials are processed in such a way as to ensure their maximum use under normal circumstances.
- b. Damaged but still usable materials are mended according to an established set of procedures.

V. Weeding of Library Materials

- a. Weeding is a positive and necessary function that enhances the collection's usefulness and appearance. Weeding can reduce the space a collection occupies to make room for better suited materials in addition to decreasing the time required to maintain it.
- b. Criteria to consider when weeding materials:
 1. Relevancy and accuracy of information
 - ~~1.2.~~ Low circulation statistics
 - ~~2.3.~~ Availability of improved or newer editions
 - ~~3.4.~~ Material no longer in demand in the community
 - ~~4.5.~~ Condition and appearance
 6. Space availability
 - ~~5.7.~~ Outdated or harmful representations of groups of people
 - ~~6.~~ Low circulation statistics
- c. Replacement of materials that are withdrawn is not automatic. The following criteria are considered when determining the need for replacement:
 1. Number of copies in SCLS libraries
 2. Existence of adequate coverage of the subject
 3. Demand for the specific title or for material in that subject area
 4. Existence of a newer format as a replacement
- d. Withdrawn materials may be donated to the Friends of the Library for resale, donated to another local organization, or offered to other libraries. Materials unsuitable for transfer or sale

are discarded or recycled. The library will not accept requests to hold weeded materials for individuals, with the exception of batches of frequently discarded newspapers. ~~Gift-Donated~~ items not added to the library collection may be disposed of in this way or sold to benefit the library.

VI. Reconsideration of Library Materials

- a. The Verona Public Library recognizes that at any given time some materials may be deemed inappropriate or offensive by patrons. Selection of materials are based on the principles stated in this policy. Materials will not be identified to show approval or disapproval. No materials will be sequestered except to protect it from damage or theft.
- b. The Library Board believes that censorship is purely an individual matter and declares that while anyone is free to reject for themselves books and other materials that they do not approve of, ~~he/she-they~~ cannot exercise this right of censorship to other persons to read or use other library materials. The Verona Public Library adheres to and supports the Library Bill of Rights and the Freedom to Read Statement. (See Appendix.)
- c. Responsibility for supervising children's use of the library and library materials rests with parents or legal guardians. At no time will the library staff act *in loco parentis*. Selection of library material will not be inhibited by the possibility that materials may come into the possession of children.
- d. Patrons requesting that Verona materials be moved or withdrawn from the collection must complete a "Request for Reconsideration of Library Materials" form, a sample of which is included in the Appendix of this policy. The request for reconsideration will be addressed in writing by the Library Director within (10) ten days. The Library Director will assign a panel of staff members to evaluate the item in question. This will be completed in no more than (30) thirty days of the initial request for reconsideration. The panel's recommendations will be considered, and the Library Director's final decision will be mailed to the patron. Patrons may appeal the decision of the Library Director to the Verona Public Library Board of Trustees. An appeal must be made in writing and delivered to the Library Director. Upon receipt of the written appeal, discussion of the appeal will be scheduled on the agenda of the next regularly scheduled meeting of the Library Board of Trustees. Their decision will be final.

VII. Appendix of the Collection Development Policy includes:

"Request for Reconsideration of Library Materials" form

"Certificate of Donation" form

"Freedom to Read Statement"

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Library Board approved on August 6, 2008

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Library Board approved revision on June 5, 2013

Library Board Approved revision on June 4, 2014

Library Board approved revision on March 7, 2018

Request for Reconsideration of Library Materials
Verona Public Library

Your Name: _____ Date: ____/____/____

Address: _____ Phone: _____

Author/Artist: _____

Title: _____

Please answer the following questions about the item that you would like to have reconsidered.

1. Did you find the item on the shelf at the Verona Public Library or did you place it on hold to be delivered by the South Central Library System?
2. How did you learn of this item?
3. What are your objections to this item (please include page numbers if applicable)?
4. Did you read/listen to/view the work in its entirety? If not, what parts did you read/listen to/view?
5. What harm do you feel might result from reading/listening to/viewing this work?
6. Have you read any professional reviews of the work? If so, please list the names of critics and sources of reviews.
7. What do you think are the main ideas of the work or what was the author's/artist's purpose in creating this work?
8. What suggestion do you have for a work with a similar purpose to replace this item?
9. What would you like the library to do with this material?

Thank you for taking the time to fill out this form. The Library Director will respond to your concerns within 10 days of the receipt of this form.

Signature and Date

THE FREEDOM TO READ

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label “controversial” views, to distribute lists of “objectionable” books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to counter threats to safety or national security, as well as to avoid the subversion of politics and the corruption of morals. We, as individuals devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary individual, by exercising critical judgment, will select the good and reject the bad. We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they are prepared to sacrifice their heritage of a free press in order to be “protected” against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy or unwelcome scrutiny by government officials.

Such pressure toward conformity is perhaps natural to a time of accelerated change. And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with controversy and difference.

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended discussion that serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings. The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

1. *It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority.*

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

2. *Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.*

Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.

3. *It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.*

No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish that draws up lists of writers to whom it will not listen, whatever they may have to say.

4. *There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.*

To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.

5. *It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.*

The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for others. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

6. *It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.*

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive. Further, democratic societies are more safe, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.

7. *It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one.*

The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all Americans the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers.

Adopted June 25, 1953; revised January 28, 1972, January 16, 1991, July 12, 2000, June 30, 2004, by the ALA Council and the AAP Freedom to Read Committee.

A Joint Statement by:

American Library Association
Association of American Publishers

Subsequently endorsed by:

American Booksellers Foundation for Free Expression
The Association of American University Presses, Inc.
The Children's Book Council
Freedom to Read Foundation
National Association of College Stores
National Coalition Against Censorship
National Council of Teachers of English
The Thomas Jefferson Center for the Protection of Free Expression

Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

- I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
- II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
- III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
- V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
- VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 18, 1948.

Amended February 2, 1961; June 28, 1967; and January 23, 1980,
inclusion of "age" reaffirmed January 23, 1996,
by the ALA Council.

Freedom to View Statement

The **FREEDOM TO VIEW**, along with the freedom to speak, to hear, and to read, is protected by the First Amendment to the Constitution of the United States. In a free society, there is no place for censorship of any medium of expression. Therefore these principles are affirmed:

1. To provide the broadest access to film, video, and other audiovisual materials because they are a means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantee of freedom of expression.
2. To protect the confidentiality of all individuals and institutions using film, video, and other audiovisual materials.
3. To provide film, video, and other audiovisual materials which represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of the content.
4. To provide a diversity of viewpoints without the constraint of labeling or prejudging film, video, or other audiovisual materials on the basis of the moral, religious, or political beliefs of the producer or filmmaker or on the basis of controversial content.
5. To contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

This statement was originally drafted by the Freedom to View Committee of the American Film and Video Association (formerly the Educational Film Library Association) and was adopted by the AFVA Board of Directors in February 1979. This statement was updated and approved by the AFVA Board of Directors in 1989.

Endorsed January 10, 1990, by the ALA Council

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