

AGENDA

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

**Wednesday, August 3, 2022, 6:30 p.m.
Library Community Room**

Call to order

- Approval of the Regular Meeting Minutes of 7/6/22
- Review and approval of July 2022 invoices
- Public Comments
- City Council Liaison's report
- Library Director's report
- Old Business
 1. Discussion and possible action regarding the 2023 budget
- New Business
 1. Discussion and possible action regarding the Head of Reference Services job description
 2. Discussion and possible action regarding the Bulletin Board Policy

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

Wednesday, July 6, 2022, 6:30 p.m.

Present: Hopp, Voss, Safarik, Conwell, Spencer, Bunck, Cronin, Burkart

Call to order:

Hopp called the meeting to order at 6:38 pm.

Election of Officers:

A motion was made by Voss, seconded by Spencer to approve the slate of officers: President, Hopp; Vice President, Conwell; Secretary, Safarik. Motion carried.

Approval of Minutes:

A motion was made by Safarik, seconded by Voss to approve the Regular Meeting Minutes of 7/6/22. Motion carried.

Review and Approval of Invoices:

A motion was made by Conwell, seconded by Cronin to approve the June 2022 invoices. Motion carried.

Public Comments:

None

City Council Liaison Report:

Cronin gave an update on the Sugar Creek redevelopment project and reported there is a potential tenant for the New Century School building.

Library Director's Report:

Burkart reported that the Summer Reading Program is underway and drawing many families into the library and outdoor storytime continues to be very popular. The Verona Reads! project programming is wrapping up and the project was well received by the community. At the request of the board, the library will add another book discussion later this summer. The library is considering bringing back a volunteer appreciation event this summer or fall.

Old Business:

Discussion of the 2023 budget: the board discussed the 2023 library budget including allocating operating funds to the 2023 phase of the recarpeting project.

New Business:

Discussion and possible action regarding the 2023 Verona Public Library Endowment disbursement. A motion was made by Hopp, seconded by Safarik to spend up to the full amount of the disbursement on the traveling exhibit Microsculpture and related programs. Motion carried.

Adjournment: Meeting was adjourned at 7:57 pm. Next meeting will be held on August 3 at 6:30 pm.

VERONA PUBLIC LIBRARY
DIRECTOR'S REPORT
July 2022

I. Collection Development

Youth services staff is evaluating the early reader collection for low circulation before starting to reprint faded labels.

Mia created a bookmark that Abby designed called "Update your classics" that features diverse middle grade books about the early Americas. Related books are on display in the children's area.

Number of items added and deleted in June 2022.

Item Type	Added	Deleted
Books	880	366
Audio	6	6
Software	23	1
Video/DVD	68	48
Other (kits, etc.)	5	0
Magazines	119	272
TOTAL	1101	693
YTD	6449	3827

II. Circulation

We are participating in a South Central Library System local holds pilot project from July 1 – December 31. New adult fiction will either fill holds for Verona patrons or stay in the library (these books will not be sent out to fill holds at other libraries) for 60 days after they are added to the collection. The objective is to give patrons at local libraries the chance to check out new books purchased by that library for a short time before they become available to the whole library system.

June statistics

Self-check-outs	35,867
Total check-outs	52,827
Self-check-outs vs. desk	83.87%
May 2021 vs. May 2022	1.31%
Check-ins	36,752
Library cards added	344
Holdings placed	11,984

III. Reference

Statistics, June 25 – July 22:

Reference Questions: 814
Children's Reference Questions: 877
Directional Questions: 254
Test Proctoring: 1 exam
Outer Library Loans: 34 requests
One-on-One Technology Instruction: 63
Personal Archiving Lab Sessions: 5
Computer Use: 529
Library Visits: 15,826
Librarian's Choice: 2

Social Media & Email Engagement:

Facebook: 4,262 followers, 89 posts/events
Twitter: 1,782 followers, 0 tweets
Instagram: 1,355 followers, 5 posts/reels/stories
Events Newsletter A: 10,307 recipients
Events Newsletter B: 10,292 recipients

IV. Personnel and Staff Development

Emma Cobb has resigned her position as Head of Reference Services, her last day is August 5. The open position has been posted and applications are being accepted until August 7.

V. Equipment and Physical Facilities

Due to equipment failures, the projector in the Community Room has been replaced and new wireless microphones are on order.

One of the self-check units is not functioning and Stacey has quotes to repair it or replace it with a self-check machine from another vendor.

VI. Administration and Internal Operations

The management team met and discussed updates to the Bulletin Board Policy.

The library will be hosting a volunteer appreciation day on August 29, we will have cream puff available in the Community Room for volunteers to enjoy here or take to go.

VII. Marketing and Public Relations

Abby created 59 graphics for Facebook, 11 bookmarks, 59 tv slides, and 15 fliers.

VIII. System and Interagency Cooperation

Trudy attended the Verona Dementia Friendly Committee meeting.

Ronda attended the SCLS Collection Maintenance Subcommittee meeting on July 13.

IX. Fundraising

Nothing to report.

X. Events, Programs and Exhibits

Kid's Events and Programs:

1000 Books before Kindergarten

7 kids were registered this month, bringing the total number of registrants to 2341.

Summer Reading Program

As of June 21, 1710 kids ages 0 – 11 have registered for the summer reading program.

Ages 0 – 5: 460

Ages 5 – 11: 1250

Prairie Tale

In mid-June we installed a new Prairie Tale (formerly known as Story Walk) – “Don't Worry Little Crab” by Chris Haughton. We'll switch to a new title in early August.

Lego Club

Thursday, June 23, 4:00 – 5:00 pm

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

Attendees: 10

Under the Sea Dance Party

Tuesday, June 28, 9:30 am – 10:15 am

Come and join us for a dance party under the sea! Flap your fins, wiggle your gills, and pop some bubbles as we dance to songs about the ocean. Ages 0 - 5.

Attendees: 75

Among Us

Tuesday, June 28, 3:00 – 4:00 pm

Ages 8-11 Registration required. Virtual event. Register with an email you have access to on the day of the event. We will email you the link to join the meeting just before the event begins.

Tween Nailed It! Cupcakes

Wednesday, June 29, 4:00 – 5:00 pm

Inspired by the hit Netflix show. Participants will learn some decorating techniques, build their own frosting masterpiece, and walk away with a tasty treat. Ages 8 - 11.

Attendees: 24

Verona Reads! "Healer of the Water Monster" Book Discussion

Thursday, June 30, Tuesday, July 5, Monday, July 11

Discuss our kids' community read, *Healer of the Water Monster* by Brian Young, plus enjoy activities and snacks related to the book. Ages 8 - 13. Of the six total attendees, just one had finished reading the book. They nonetheless found aspects of the book to discuss, enjoyed corn chips and lemonade, and made a mosaic out of different colors of popcorn.

Attendees: 2, 2, 2

Open Art: Fourth of July

Friday, July 1, 1:00 – 2:00 pm

Drop in and get creative with different art projects each week. Ages 4 - 10.

Attendees: 36

Toddler Art and Play

Tuesday, July 5, 9:30 – 10:00 am

Join us at the library for messy process art and sensory play! Wear clothes that can get messy and drop in for some fun toddler activities. Ages 1-3.

Attendees: 42

Tween Craft: Painted Shell Rocks

Wednesday, July 6, 2:30 – 3:30 pm

Turn a rock into a seashell with an intricate painted design! Ages 8-11.

Attendees: 24

D&D Basics for Tweens

Thursday, July 7, 3:30 – 4:30 pm

D&D Basics is a crash course in playing Dungeons and Dragons. You'll leave with a character sheet and a basic understanding of the rules. All experience levels are welcome, but this will be catered toward new adventurers! Ages 8 – 11.

Rescheduled to 7/28 due to staff illness.

Minecraft Club

Tuesday, July 12, 3:00 – 4:00 pm

Build in Minecraft based on a new theme each session! Ages 6 - 11. In the community room.

Attendees: 23

Seafarer Sidewalk Chalk

Wednesday, July 13, 1:00 – 2:00 pm

Help us turn our sidewalk into an aquarium! You'll be happy as a clam and have so much fun drawing different sea creatures all over the sidewalk. We shrimply cannot wait for you to join us. Popsicles will be served! All ages.

Attendees: 30

Pokemon Club

Thursday, July 14, 4:00 – 5:00 pm

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

Attendees: 21

Open Art: Under the Sea

Friday, July 15, 1:00 – 2:00 pm

Drop in and get creative with different art projects each week. Ages 4 - 10.

Attendees: 44

Read It and Eat: Show Me a Sign

Monday, July 18, 3:00 – 4:00 pm

Discuss the novel *Show Me a Sign* by Anne Clare LeZottein and enjoy related snacks and activities.

Attendees: 5

Ocean STEAM: Mapmaking

Tuesday, July 19, 3:00 – 4:00 pm

Have fun with ocean-themed STEAM activities! We will do 1-2 crafts and learn cool ocean facts. Geared toward ages 6 – 10.

Attendees: 28

Tween Nailed It! Donuts

Wednesday, July 20, 4:00 – 5:00 pm

Inspired by the hit Netflix show. Participants will learn some decorating techniques, build their own frosting masterpiece, and walk away with a tasty treat. Ages 8 - 11.

Attendees: 27

Board Games

Thursday, July 21, 2:00 – 3:00 pm

We will be playing all sorts of board and card games! Learn a new game or show off your skills in your favorite game. One thing is for sure, you won't be board! Families are also invited and encouraged to participate. Masks are encouraged.

Attendees: 0

Lego Club

Thursday, July 21, 4:00 – 5:00 pm

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

Attendees: 7

Upcoming Kids' Events

Summer Story Times - June 13 - July 29

Indoor Story Time

Baby Story Time: Fridays at 10:30 am

Toddler Story Time: Mondays and Wednesdays at 9:30 am

Preschool Story Time: Mondays and Wednesdays at 10:30 am

Virtual Everybody Story Time, on Facebook Live

Tuesdays at 10:30 am

Outdoor Story Time

Thursdays at 10:30 am

Toddler Art and Play

Tuesday, July 26, 9:30 – 10 am

Join us at the library for messy process art and sensory play! Wear clothes that can get messy and drop in for some fun toddler activities. Ages 1-3. No registration required.

Among Us

Tuesday, July 26, 3 – 4 pm

Ages 8-11 Registration required. Virtual event. Register with an email you have access to on the day of the event. We will email you the link to join the meeting just before the event begins.

D&D Basics for Tweens

Thursday, July 28, 3:30 – 4:30 pm (rescheduled)

D&D Basics is a crash course in playing Dungeons and Dragons. You'll leave with a character sheet and a basic understanding of the rules. All experience levels are welcome, but this will be catered toward new adventurers! Ages 8 – 11.

Open Art: Pirates

Friday, July 29, 1 - 2 pm

Drop in and get creative with different art projects each week. Ages 4 - 10. No registration required.

Minecraft Club

Tuesday, August 2, 3 – 4 pm

Build in Minecraft based on a new theme each session! Ages 6 - 11. In the community room.

Tween Craft: Sharpie Pencil Pouch

Wednesday, July 6, 2:30 – 3:30 pm

Design your own canvas pencil pouch with colorful permanent markers and your creativity. Ages 8-11.

Improv Games

Thursday, August 4, 3:30 – 4:30 pm

Join us for a series of wacky, silly improv games. Not sure what improv is? That's OK, we're not sure what we do either! No experience needed, just a willingness to try! Warning: Improv games tend to result in laughter and being seen in silly poses. Join at your own risk. Geared toward ages 8 - 11. No registration.

Pokemon Club

Thursday, August 11, 4 – 5 pm

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

Open Art: Summer

Friday, August 12, 1 - 2 pm

Drop in and get creative with different art projects each week. Ages 4 - 10. No registration required.

Read It and Eat: Malamander

Monday, August 15, 3 – 4 pm

Discuss the novel *Malamander* by Thomas Taylor, plus enjoy activities and snacks related to the book. Ages 8 - 11. Books will be available for check out one month prior to the discussion.

Ocean STEAM: Lighthouses

Tuesday, August 16, 3 – 4 pm

Have fun with ocean-themed STEAM activities! We will do 1-2 crafts and learn cool ocean facts. Geared toward ages 6 – 10.

Tween Nailed It! Cookies

Wednesday, August 17, 4 – 5 pm

Inspired by the hit Netflix show. Participants will learn some decorating techniques, build their own frosting masterpiece, and walk away with a tasty treat. Ages 8 - 11.

Toddler Art and Play

Tuesday, August 23, 9:30 – 10 am

Join us at the library for messy process art and sensory play! Wear clothes that can get messy and drop in for some fun toddler activities. Ages 1-3. No registration required. Masks are encouraged and appreciated.

Among Us

Tuesday, August 23, 3 – 4 pm

Ages 8-11 Registration required. Virtual event. Register with an email you have access to on the day of the event. We will email you the link to join the meeting just before the event begins.

Lego Club

Thursday, August 25, 4 – 5 pm

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

Teen Events:

Teen Tech

Monday, June 27, 3:30 – 4:30 pm

Teens explored Nintendo Labo (cardboard Switch creations), Makey Makey and littleBits kits, and made short stop-motion films with Lego Minifigs and action figurines.

Attendees: 6

Crafty Tuesday

Tuesday, June 28, 2:00 pm

Teens dropped in to Teen Central to create coasters out of ceramic tiles, recycled books, and scrapbook paper.

Attendees: 24

Teen Nailed It! Cupcakes

Wednesday, June 29, 4:00 – 5:00 pm

Teens learned some basic piping techniques and frosted cupcakes.

Attendees: 22

D&D Basics for Teens

Tuesday, July 5, 3:30 – 4:30 pm

Kids had a crash course in playing Dungeons & Dragons, a role-playing adventure game. They left with a character sheet and a basic understanding of the rules.

Attendees: 10

Teen Craft: Painted Shell Rocks

Wednesday, July 6, 4:00 – 5:00 pm

Teens painted rocks while socializing.

Attendees: 8

Teen Gaming

Wednesday, July 13, 3:00 – 4:00 pm

Teens faced off on the Nintendo Switch together and played board games.

Attendees: 9

Teen Outdoor Movie: The Princess Bride

Friday, July 15, 8:45 – 10:45 pm

Kids snacked and watched *The Princess Bride* on a giant screen in our parking lot.

Attendees: 7

Lawn Games & Frozen Treats

Monday, July 18, 3:30 – 4:30 pm

Kids played lawn games behind the library while enjoying some frozen treats.

Attendees: 3

Teen Nailed It! Donuts

Wednesday, July 20, 4:00 – 5:00 pm

Teens designed donut masterpieces by dipping donut holes in candy melts and decorating them with icing, candies, and toppings.

Attendees: 23

Crafty Tuesday

Tuesday, July 12, 2:00 pm

Teens created decoupage organizers out of cardboard file folders, recycled books, and scrapbook paper.

Attendees: 15

Upcoming Teen Events:

Teen Summer Reading Program

June 1 – August 31

Teen Escape: Lost at Sea

Monday, July 25; 3:00 - 3:45 pm & 4:00 - 4:45 pm

Solve puzzles, find clues, and crack locks to escape the adventure!

Crafty Tuesday

Tuesdays, July 26, August 9, August 23 at 2:00 pm

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

Giant Jenga: Choose Your Own Adventure

Monday, August 1, 3:00 – 4:30 pm

Join a one-shot adventure game where players progress through a story by pulling Jenga blocks. Will you survive? Or will the tower fall?

Teen Craft: Sharpie Canvas Pouch

Wednesday, August 3, 4:00 – 5:00 pm

Decorate a multipurpose canvas zipper pouch with Sharpies!

Quidditch

Friday, August 5, 10:00 – 11:00 am

Ages 12-18. Registration required. Play muggle quidditch, weather permitting. No experience necessary.

Meet behind the library.

Teen Gaming

Wednesday, August 10, 3:00 – 4:00 pm

Snack and play board games, face off on the Nintendo Switch or SNES, or bring your own device.

Teen Outdoor Movie: Indiana Jones and the Last Crusade

Friday, August 12, 8:45 – 10:45 pm

Snack on some popcorn while you watch *Indiana Jones and the Last Crusade* on a big screen in our parking lot theater! Bring a camp chair (we'll have some available).

Lawn Games & Frozen Treats

Monday, August 15, 3:30 – 4:30 pm

Play lawn games behind the library with other teens, weather permitting. Enjoy a cool treat and face off in cornhole, ladder toss, Spikeball, giant Jenga, etc. Don't forget your sunscreen!

Teen Nailed It! Cookies

Wednesday, August 17, 4 – 5 pm

Attempt to create a cookie design masterpiece. Succeed or fail, you will walk away with some new decorating techniques – and cookies!

Adult Classes & Events:

Distance Learning English Classes

Beginner Level, Monday, June 27, Attendees: 6

Intermediate Level, Tuesday, June 28, Attendees: 6

Intermediate Level, Tuesday, July 5, Attendees: 7

Beginner Level, Monday, July 11, Attendees: 5

Intermediate Level, Tuesday, July 12, Attendees: 6

A Look at Food, Culture and History of the Woodland Area

Wednesday, June 29, 6:30 - 7:30 pm

Executive chef and founder of Wild Bearies, Elena Terry, discussed the connection traditional food culture has with Natives of the woodland area while addressing the beauty of sharing a meal with someone.

Attendees: 9

Senior Case Management Outreach

Monday, July 11, 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: 0

A Dog Lover's Guide to Hiking Wisconsin's State Parks: Author Event

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

Danielle St. Louis shared stories from her book, *A Dog Lover's Guide to Hiking Wisconsin's State Parks*.

Attendees: 14

Library Yarn Club

Wednesday, July 13, 4:30 - 6:00 pm

Fiber art enthusiasts joined together to learn new techniques, exchange ideas, or find inspiration for their next project.

Attendees: 10

Ukulele Sing-Along

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

Performers from the Madison Area Ukulele Initiative performed familiar songs for all ages and attendees were invited to sing along. Lyric sheets were provided.

Attendees: 53

Charcuterie, Cheese, and Food Styling

Monday, July 18, 6:30 - 7:30 pm

Therese Merkel, owner of Tricky Foods, demonstrated how to create the perfectly eye-pleasing, mouthwatering charcuterie board. The completed charcuterie board was given away as a door prize.

Attendees: 37

D&D Basics for Adults

Thursday, July 21, 6:00 - 7:30 pm

Attendees were introduced to Dungeons and Dragons. Everyone left with a character sheet and a basic understanding of the rules.

Attendees: 8

Pet First Aid and When to Call a Veterinarian

Monday, July 25, 6:30-7:30 pm

Join Dr. Jackie Forcey, from True Veterinary Care, LLC, and learn how to assess your pet, their wounds and issues that may arise at home. Dr. Forcey will also discuss how to know when to call your veterinarian or when to go to the emergency clinic.

Attendees: 20

Upcoming Adult Classes & Events

Adult Summer Reading Program 2022

June 1 – August 31

Visit veronapubliclibrary.beanstack.org and/or get the Beanstack Tracker app to create an account starting June 1. Log every hour of reading you do (up to 20 hours total) and enter to win a \$50 gift card to a Verona business. Funded by the Friends of the Verona Public Library.

Distance Learning English Classes for Adults

Mondays 6:00 - 8:00 pm, Beginner, Beginner, June 6 - August 16

Tuesdays 6:00 - 8:00 pm, Intermediate, Intermediate, June 7 - August 16

This free group English class is offered mostly online using Zoom. You will practice speaking, listening, reading, writing and new vocabulary in English. Students will receive free English textbooks, at their level, in the mail. Presented in partnership with Literacy Network.

Library Yarn Club

Wednesday, July 27, August 10, August 24, 4:30 - 6:00 pm

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

Madison Flute Choir Performance

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

Join the Madison Flute Club for an evening of fun summer music. The flute choir will play instruments from piccolo to contrabass flute.

Senior Case Management Outreach

Monday, August 8, 1:00–2:00 pm

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

Stress Busters: Strategies To Cope With Modern Life Challenges

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

The challenges of modern life can leave us all feeling overwhelmed and unsure. Co-owners, Nisa Giaquinto and Sarah Dimick, from Zen Ed: Wellness InSight, will walk you through strategies to help you cope with stress, as well as an opportunity to practice, both during the program and at home with the included workbook.

Book Discussion - *Firekeeper's Daughter*

Thursday, August 11, 6:30 - 7:30 pm

We are thrilled to add another Verona Reads! book discussion of *Firekeeper's Daughter*. Books are available for checkout at the service desk.

Chocolate World Tour

Wednesday, August 17, 6:30 - 7:30 pm

Join Stan Kitson, chocolatier at Driftless Chocolates, for a chocolate tasting as we travel around the world. We will taste single origin chocolate grown in five counties along the Equator – Peru, Colombia, Sao Tome, Dominican Republic and Madagascar. Stan will share each country's chocolate story, and you will be able to experience the flavors each origin provides. Registration required. Limited to 25 participants.

Smartphone Photography I

Monday, August 22, 6:00 - 8:00 pm

Tricia LaPointe, photographer and instructor at Wisconsin Union Wheelhouse Studios, will give an introduction to smartphone photography, including, shooting, editing, and uploading the final product. This beginner-friendly class will take your photography steps beyond Instagram.

Outreach Events

Outreach story times:

Total daycare story time presentations: 29

Prairie Oaks Book Group

Thursday, June 23, 1:00–2:00 pm

The group read *Firekeeper's Daughter* by Angeline Boulley.

Attendees: 5

Nakoma Summer Reading Program

Tuesdays, July 5 and 19, 3:00–4:00 pm

Library staff brought books for checkout, library cards, and crafts for Glacier Edge students and their families at the Nakoma Heights Apartments. The last day also included a book giveaway. Over the course of the summer, more than 13 library cards were made for students and families.

Attendees: 12, 28

Senior Center Book Group

Wednesday, July 13, 10:00–11:00 am

The group discussed *The Prize Winner of Defiance, Ohio* by Terry Ryan.

Attendees: 11

Four Winds Book Group

Tuesday, July 19, 10:00–11:00 am

The residents met to discuss *Hello, Summer* by Mary Kay Andrews.

Attendees: 4

Book Bike Events

Harriet Park, June 28, 11:30 am–12:30 pm, attendees: 34

Tollefson Park, July 7, 11:30 am–12:30 pm, attendees: 39

Veterans Park, July 12, 11:30 am–12:30 pm, attendees: 19

Cathedral Point Park, July 19, 11:30 am–12:30 pm, attendees: 30

Upcoming Outreach Events

Prairie Oaks Book Group

Thursday, July 28, 1:00–2:00 pm

The group will be reading *Still Life* by Louise Penny.

Books ‘n Booze at Wisconsin Brewing Company

Thursday, July 28, 6:00–7:00 pm

The group will be discussing *They Called Us Enemy* by George Takei.

Senior Center Book Group

Wednesday, August 10, 10:00–11:00 am

The group will be reading *The Art Forger* by B.A. Shapiro.

Noel Manor Book Group

Friday, August 12, 10:30–11:30 am

The group will be discussing *The High Tide Club* by Mary Kay Andrews

Four Winds Book Group

Tuesday, August 16, 10:00–11:00 am

The residents will meet to discuss *The Night Fire* by Michael Connelly.

Upcoming Book Bike Events

Music on Main, July 22, 5:30–7:00 pm

National Night Out, August 2, 5:00–8:00 pm

COLLECTION		2014	2015	2016	2017	2018	2019	2020	2021	2022 Actual Jan-June	2022 Projected
Teen Books	Fiction	13,528	12,911	12,080	10,569	10,576	10,017	8,416	10,061	4,862	9,724
	Non-Fiction	1,742	1,546	1,685	1,370	1,504	1,420	1,169	1,189	730	1,460
	Graphic Novels	5,182	5,471	6,373	5,086	4,821	5,097	3,152	4,883	2,864	5,728
Total		20,452	19,928	20,138	17,025	16,901	16,534	12,737	16,133	8,456	16,912
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Audiovisual	Adult Fiction Audiobooks	10,857	10,123	9,286	8,523	6,987	6,246	2,856	3,409	1,811	3,622
	Adult NF Audiobooks	2,833	2,685	2,864	2,615	2,384	2,161	1,007	1,026	549	1,098
	Kids Book & CD Kits	1,195	1,349	1,555	1,309	1,390	1,284	418	463	291	582
	Kids Audio-Enabled Books	0	0	0	0	0	506	1,125	3,123	2,574	5,148
	Kids Audiobooks	1,880	1,800	1,965	2,196	2,297	2,182	1,417	1,494	874	1,748
	Teen Audiobooks	727	685	618	572	639	405	190	297	129	258
	Adult DAP	1,351	1,246	1,070	897	831	706	349	425	235	470
	Kids DAP	511	326	274	277	297	635	563	1,131	761	1,522
	Teen DAP	150	133	123	113	76	74	47	97	37	74
	Adult Music	24,321	21,348	19,903	17,347	15,670	14,978	8,561	8,120	4,623	9,246
	Kids Music	2,839	2,943	3,428	2,436	1,845	1,751	697	576	569	1,138
	Adult Blu-ray Feature	10,931	12,583	12,586	12,920	13,994	14,729	7,102	5,857	4,277	8,554
	Adult Blu-ray Non-Feature	415	326	370	391	247	349	188	144	79	158
	Adult Blu-ray TV Shows	0	0	0	0	0	0	159	322	143	286
	Kids Blu-ray	355	416	1,731	2,345	2,628	2,856	1,095	1,391	839	1,678
	Adult DVD Feature	53,246	44,812	40,488	34,442	32,359	31,786	16,148	17,421	10,039	20,078
	Adult DVD Non-Feature	7,529	6,386	6,102	4,744	4,006	3,935	2,358	2,355	1,423	2,846
	Adult DVD Foreign Features	590	417	607	836	870	816	497	1,888	306	612
	Adult DVD TV Shows	15,534	16,416	14,518	15,408	14,882	12,723	7,452	8,487	4,230	8,460
	Kids DVD	26,637	24,176	20,637	19,205	18,569	17,669	6,757	8,999	5,087	10,174
	Videogames	3,237	33,931	3,054	3,228	4,066	2,741	1,313	3,138	2,192	4,384
Software	0	0	0	0	2,232	1,311	712	479	192	384	
Total		165,138	182,101	141,179	129,804	126,269	119,843	61,011	70,642	41,260	82,520
											-
Magazines	Adults	9,267	8,635	8,482	6,983	7,213	6,826	2,935	4,181	2,869	5,738
	Kids	2,811	2,679	2,234	1,754	1,939	1,992	580	1,478	1,385	2,770
	Teens	482	323	325	120	144	82	45	107	81	162
Total		12,560	11,637	11,041	8,857	9,296	8,900	3,560	5,766	4,335	8,670

COLLECTION		2014	2015	2016	2017	2018	2019	2020	2021	2022 Actual Jan-June	2022 Projected
											-
Equipment		237	262	412	417	420	592	186	158	104	208
Outerlibrary Loans		562	437	469	674	767	758	276	445	293	586
Kits	Adult	750	582	272	549	1,176	1,769	1,643	2,344	1,527	3,054
	Kids	550	539	568	949	1,188	1,579	727	1,424	999	1,998
Toys		300	1,752	1,807	2,067	1,585	1,381	244	168	109	218
Total		2,399	3,572	3,528	4,656	5,136	6,079	3,076	4,539	3,032	6,064
											-
	Grand Total	576,942	609,593	573,900	558,852	582,255	573,057	344,425	480,365	282,182	564,364

**Job Description: Head of Reference Services
Verona Public Library**

Typical Responsibilities of Position

The Head of Reference Services is responsible for supervising the Reference Services Team, managing the adult book collections, coordinating and teaching basic computer and technology classes, and providing direct customer service. The Head of Reference Services reports to the Library Director and is part of the library management team and of other cross-functional teams. This position requires acting as building supervisor as needed.

Duties/Examples of Work

1. Manages the Reference Services Team which includes responsibility for reference-related training and coordinating the hiring, management, and performance evaluations.
2. Works with the Library Director to set the service and behavior expectations for the Reference Services Team.
3. Follows and communicates library policies and procedures to the Reference Services Team.
4. Develops efficient procedures, writes clear instructions, and trains, supervises, and schedules library staff within areas of responsibility.
5. Manages material purchasing budgets for the adult collection and oversees maintenance of the collection through regular weeding.
6. Regularly communicates with the Library Director to share information and receive direction.
7. Coordinates and conducts library services and classes on computer and technology instruction for adults.
8. Oversees the Outer-Library Loan service and maintains efficient procedures to obtain and return materials from outside the library system.
9. Provides reader's advisory, reference, research assistance at the reference desk.
10. Assists patrons with use of library computers and electronic devices.
11. Manages the local history collection and acts as a liaison to the Verona local history group.
12. Manages exam proctoring services for the public.
13. Improves existing and develops new, effective customer service approaches in a team environment.
14. Identifies potential areas of organizational improvement and suggests solutions.
15. Works with the Library Director, Communications Coordinator, and management team to develop library marketing priorities and initiatives.
16. Writes reports, recommendations, proposals, and grants.
17. Compiles and analyzes data and statistical information for area of responsibility and reports it to the Library Director.
18. Serves on professional and library system committees as approved by the Library Director.
19. Assists in library technology planning, implementation, and management.
20. Assists in maintaining accuracy of the public catalog and website.
21. Occasionally acts as a spokesperson for the library to news media outlets.
22. Performs other duties as assigned.

Knowledge and Abilities

1. Ability to plan, organize, train, supervise, coach, and evaluate the work of reference staff.
2. Knowledge of library methods, policies, and procedures and the ability to apply them to library operations..
3. Ability to direct the work of team members.
4. Ability to identify areas for improved service and recommend changes.
5. Ability to effectively present information and respond to questions from patrons and staff.
6. Ability to maintain confidentiality of library patron information.
7. Ability to provide inclusive and equitable services to diverse populations.
8. Ability to perform and supervise the classification of materials, reference work, and materials selection.
9. Ability to maintain a regular work schedule.
10. Ability to gather statistics, analyze information, and write professional reports.

**Job Description: Head of Reference Services
Verona Public Library**

11. Ability to use computer software and manage computer technology including but not limited to word processing, spread sheets, databases and search methods, desk top publishing, blogs, social media, and general computer troubleshooting.
12. Ability to conduct reference and reader's advisory interviews.
13. Possess outstanding interpersonal skills and the ability to maintain and foster cooperative and courteous working relationships with the public, peers and supervisors and subordinates.
14. Possess advanced knowledge of collection development and of library principles, procedures, technology, goals and philosophy of services.
15. Willingness to maintain skills in above-mentioned areas through active participation in appropriate continuing education activities and opportunities.
16. Professional use of English grammar and spelling.

Physical Demands

1. Keyboarding, writing, filing.
2. Near vision needed to read faded type, font size 12 or smaller on item labels, regular reading on computer monitors.
3. Far vision needed to observe patrons in need of assistance from a distance of 20 feet or further.
4. Use of telephone.
5. Occasional travel to meetings outside the library.

Mental Demands

1. Ability to comprehend and follow verbal and written instructions from supervisors.
2. Ability to interpret technical regulations, procedures, and instructions.
3. Ability to effectively communicate ideas and information both in written and verbal form.
4. Ability to create and understand spreadsheets to analyze statistical data and library budgets.
5. Ability to identify areas for improved service and recommend changes.
6. Ability to set priorities in order to meet assignment deadlines.
7. Ability to adapt and work effectively in a dynamic environment.

Environmental/Working Conditions

The environment is a busy public library whose patrons represent a socially, culturally, and economically diverse community. Work takes place in an indoor environment with moderate noise levels. Position may require daytime, evening, and weekend hours.

Equipment Used

Computers, Microsoft Office software, online databases, library automation system, audiovisual and digitization equipment, printer, copy machine, fax machine, telephone, stepstool, book truck, etc.

Education and Experience

1. Master of Library Science from an American Library Association accredited institution.
2. Previous library experience is required.
3. Customer service experience required.
4. Previous personnel management is preferred.
5. Spanish language proficiency is preferred.

The City of Verona is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

Library Board Approved May 7, 2014
Revised May 3, 2017

Job Description: Head of Reference Services Verona Public Library

Typical Responsibilities of Position

~~Under the direction of the Library Director, the~~ The Head of Reference Services is responsible for supervising ~~ises~~ the Reference Services Team, managing the adult book collections, coordinating and teaching basic computer and technology classes, and providing direct customer service. ~~He/she also provides professional information and readers' advisory services and helps patrons navigate current technology and electronic resources.~~ The Head of Reference Services reports to the Library Director and is part of the Library Library Management management Team team and ~~is a member~~ of other cross-functional teams. This position requires acting as building supervisor as needed.

Duties/Examples of Work

- ~~1. Works with the Library Director to set the service and behavior expectations for the Reference Services Team.~~
1. Manages the Reference Services Team which includes responsibility for reference-related training and coordinating the hiring, management, and performance evaluations. ~~of Reference~~
2. Works with the Library Director to set the service and behavior expectations for the Reference Services Team.
- ~~2.3.~~ Follows and communicates library policies and procedures to the Reference Services Team. Librarians and interns.
- ~~3.4.~~ Develops efficient procedures, writes clear instructions, and ~~and~~ trains, ~~and~~ supervises, and ~~schedules~~ library staff within areas of responsibility.
- ~~4.5.~~ Is a member of the Collection Development Team. ~~Manages material purchasing budgets for the adult collection and oversees maintenance of the collection through regular weeding.~~
- ~~5.~~ Regularly communicates with the Library Director to ~~discuss plans,~~ share information, ~~and receive direction.~~
- ~~6.~~
7. Coordinates and conducts library services and classes on computer and technology instruction for adults.
- ~~6.~~ Participates in library committees and meetings to lend the Reference Services' perspective to library plans and projects.
- ~~7.~~ Contributes input to Management Team meetings. Identifies potential areas of organizational improvement and suggests solutions.
- ~~8.~~ Follows and communicates library policies and procedures to Reference Team members.
- ~~9.8.~~ Oversees the Outer-Library Loan service and maintains efficient procedures to obtain and return materials from outside the library system.
9. Provides reader's advisory, reference, research assistance at the reference desk, ~~and other patrons assistance services.~~
10. Assists patrons with use of library computers and electronic devices.
- ~~10.11.~~ Manages the local history collection and acts as a liaison to the Verona local history group.
- ~~11.~~ Schedules appropriate staffing at the reference desk.
- ~~12.~~ Manages a system to schedule and conduct Manages exam proctoring services for the public.
- ~~13.~~ Improves existing and develops new, effective customer service approaches in a team environment.
- ~~13.14.~~ Identifies potential areas of organizational improvement and suggests solutions.
- ~~14.~~ Assists patrons with use of library computers and electronic devices.
15. Works with the Library Director, Communications Coordinator, and management team to develop library marketing priorities and initiatives.
- ~~15.~~ Promotes library services through various types of publicity.
- ~~16.~~ Coordinates and conducts library services and classes on computer and technology instruction for adults.
- ~~17.~~ Acts as a spokesperson for the library to news media outlets, including writing press releases and giving interviews for print, radio, and television news.
- ~~18.~~ Manages the local history collection and acts as a liaison to the Verona local history group.
- ~~19.16.~~ Writes reports, recommendations, proposals, and grants.

**Job Description: Head of Reference Services
Verona Public Library**

- ~~20-17.~~ Compiles and analyzes data and statistical information for area of responsibility and reports it to the Library Director. ~~Presents initiatives to improve these measures.~~
- ~~24-18.~~ Serves on professional and library system committees as approved by the Library Director.
- ~~22.~~ Assists in library technology planning, implementation, and management.
- ~~23-19.~~ ~~Confers with community groups in an advisory capacity.~~
- ~~20.~~ Assists in maintaining accuracy of the public catalog and website.
- ~~24.~~ Occasionally acts as a spokesperson for the library to news media outlets.
- ~~25-21.~~ ~~Performs light housekeeping.~~
- ~~26-22.~~ Performs other duties as assigned.

Technical Abilities and Competencies Knowledge and Abilities

- ~~1.~~ Ability to plan, organize, train, supervise, coach, and evaluate the work of reference staff.
- ~~1.~~ ~~librarians and interns.~~
- 2. Knowledge of library methods, policies, and procedures and the ability to apply them to library operations. ~~Knowledge of the Dewey Decimal System, Library of Congress Subject Headings, and other standardized library classification and organization systems.~~
- 3. Ability to direct the work of team members.
- ~~4.~~ ~~Ability to think creatively and make thoughtful decisions using policies and procedures as guides to solve unique problems within library operations.~~
- ~~5-4.~~ Ability to identify areas for improved service and recommend changes. ~~by identifying problems and opportunities, reviewing possible alternative courses of action, and utilizing information and resources for decision-making purposes.~~
- ~~6.~~ ~~Ability to give input into decisions and support decisions once made.~~
- ~~7-5.~~ Ability to effectively present information and respond to questions from patrons and staff.
- ~~6.~~ Ability to maintain confidentiality of library patron information.
- ~~7.~~ Ability to provide inclusive and equitable services to diverse populations.
- ~~8.~~
- ~~9-8.~~ Ability to perform and supervise the classification of materials, reference work, and materials selection.
- ~~10-9.~~ Ability to maintain a regular work schedule.
- ~~11-10.~~ Ability to gather statistics, analyze information, and write professional reports.
- ~~12-11.~~ Ability to use computer software and manage computer technology including but not limited to word processing, spread sheets, databases and search methods, desk top publishing, blogs, social media, and general computer troubleshooting.
- ~~13-12.~~ Ability to conduct reference and reader's advisory interviews.
- ~~14.~~ ~~Ability to work independently, organize and prioritize work, pay attention to details, respond to varied/changing work demands and make decisions as required.~~
- ~~15-13.~~ Possess outstanding interpersonal skills and the ability to maintain and foster cooperative and courteous working relationships with the public, peers and supervisors and subordinates.
- ~~16.~~ ~~Ability to work in teams and take direction from peers and superiors, and consider, assimilate, and utilize input from others.~~
- ~~17-14.~~ Possess advanced knowledge of collection development and of ~~basic~~ library principles, procedures, technology, goals and philosophy of services.
- ~~18.~~ ~~Ability to drive a car to get to occasional meetings outside the library.~~
- ~~19-15.~~ Willingness to maintain skills in above-mentioned areas through active participation in appropriate continuing education activities and opportunities.
- ~~20.~~ Professional use of English grammar and spelling.
- ~~21-16.~~ Spanish language knowledge is a plus.

Physical Demands of the Position

- ~~1.~~ ~~Bending/twisting and reaching.~~
- 1. Keyboarding, writing, filing.

**Job Description: Head of Reference Services
Verona Public Library**

- ~~2. , sorting, shelving and processing.~~
- ~~3. Processing, picking up and shelving books.~~
- ~~4. Lifting and carrying objects weighing 50 pounds or less.~~
- ~~5. Pushing and pulling objects weighing 300-400 pounds on wheels.~~
- ~~6. Frequent sitting, standing, walking, stooping, kneeling, bending, and crouching.~~
- ~~7. Reaching down to the ground and up to 80 inches in height with the aid of a footstool.~~
- 8.2. Near vision needed to read faded type, font size 12 or smaller on item labels, regular reading on computer monitors.
- 9.3. Far vision needed to observe patrons in need of assistance from a distance of 20 feet or further.
- 10.4. Use of telephone.
- 11.5. Occasional travel to meetings outside the library.

Mental Requirements/Demands

- ~~1. Ability to apply technical knowledge.~~
- 2.1. Ability to comprehend and follow verbal and written instructions from supervisors.
- ~~3. Ability to interpret technical regulations, procedures, and instructions.~~
- ~~4.2. Ability to identify problems and opportunities; review possible alternative courses of action before selecting one; and utilize information resources available when making decisions.~~
- ~~5. Ability to effectively communicate ideas and information both in written and verbal form.~~
- ~~3. Ability to calculate basic arithmetic problems (addition, subtraction, multiplication, division) without the aid of the calculator.~~
- 4. Ability to create/Compose and understand spreadsheets with formulae to analyze statistical data and library budgets.
- ~~6.5. Ability to identify areas for improved service and recommend changes.~~
- ~~7. Ability to effectively read and understand English language information contained in emails, memoranda, reports, bulletins, etc.~~
- ~~8. Ability to develop long range plans to solve complex problems or take advantage of opportunities; establish systematic methods of measuring and accomplishing goals.~~
- ~~9. Ability to effectively evaluate or make independent decisions based upon policies, experience, knowledge, training, or data.~~
- ~~10. Ability to develop feasible, realistic solutions to problems; recommend actions designed to prevent problems from occurring; and refer problems to the library director when necessary.~~
- 11.6. Ability to set priorities in order to meet assignment deadlines.
- 12.7. Ability to work effectively in a constantly changing environment. adapt and work effectively in a dynamic environment.

Environmental/Working Conditions

The environment is a busy public library whose patrons represent a socially, culturally, and economically diverse community. Work takes place in an indoor environment with moderate noise levels. Position may require daytime, evening, and weekend hours.

- ~~2. Daytime, evening, and weekend hours.~~
- ~~3. Inside work environment.~~

Equipment Used

Computers, Microsoft Office software, online databases, library automation system, audiovisual and digitization equipment, printer, copy machine, fax machine, telephone, stepstool, book truck, etc.
~~Computers, Microsoft Office software, databases, audiovisual equipment, book truck, calculator, camera, cash box, mp3 players, iPads, iPods, e-book readers, copy machine, scanner, barcode label maker, fax machine, library automation system, telephone, stepstool.~~

Education and Experience

- 1. Master of Library Science from an American Library Association accredited institution.

**Job Description: Head of Reference Services
Verona Public Library**

2. Previous library experience is ~~strongly suggested~~required.
2. ~~Customer service experience required.~~
3. ~~Keyboarding and general office experience required.~~
4. Previous personnel management is ~~strongly suggested~~preferred.
4. ~~Customer service experience desired.~~
5. Spanish language proficiency is preferred.

The City of Verona is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

Library Board Approved May 7, 2014
Revised May 3, 2017

Community Bulletin Board Policy

A limited amount of bulletin board space is available in the library to educational, cultural, or other non-commercial, non-sectarian civic groups for posting notices of meetings and other activities. No commercial notices for individuals or organizations, such as items for sale, may be displayed.

All notices are subject to the following guidelines:

- All items must be dated.
- Only one copy of the same notice is allowed.
- Items may not be posted more than two weeks prior to the event.
- Due to space constraints, preference will be given to posters 8.5 x 11 and smaller.

All notices posted in the library become the property of the library and may be removed and discarded at any time. The library does not accept responsibility for returning notices and posters to their owners.

Library Board adopted on 4/2/2003

Revised on 12/4/19