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

Wednesday, March 4, 2020, 6:30 p.m.
Library Conference Room

Call to order

- Approval of the Regular Meeting Minutes of 2/12/20
- Review and approval of February 2020 invoices
- Public Comments
- City Council Liaison's report
- Library Director's report
- Old Business
    1. Discussion and possible action regarding the 2019 DPI State of Wisconsin Library Annual Report.
    2. Discussion and possible action regarding annual library director evaluation

- New Business
    1. Discussion and possible action regarding the Adult Program Coordinator job description
    2. Discussion and possible action regarding the Child Safety Policy

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

Wednesday, February 12, 2020, 6:30 p.m.
Library Phone Number 608-845-7180

Present: Conwell, Cronin, Huemmer, Kurth, Ryan, Sohail, Hopp, Burkart

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

Approval of Regular Meeting Minutes:
A motion was made by Huemmer, seconded by Conwell to approve the Regular Meeting Minutes of 01/08/20. Motion carried.

Review and Approval of Invoices:
A motion was made by Conwell, seconded by Huemmer to approve the January 2020 invoices. Motion carried.

Public Comments:
None

City Council Liaison Report:
Cronin updated the board that the retail and rental properties development is planned to begin on old Verona gas station property. The city has given strict deadlines for public improvements which, if not met, will result in city taking over the project. She also reported about the final two candidates for Fire Chief post. Cronin further reported that the City planner position will remain vacant for the year 2020.

Library Director's Report:
Burkart reported about the quote received for the library chairs reupholstery. She also updated the board about the carpet installation and the samples received from SCL building consultant. She also added that the web app for LINKcat is still not working well.

Old Business:
None
New Business:

1. ***Discussion and possible action regarding the 2019 DPI State of Wisconsin Library Annual Report:*** A motion was made by Sohail, seconded by Kurth to approve the 2019 DPI State of Wisconsin Library Annual Report. Motion Carried. President Hopp signed the agreement.

2. Discussion and possible action regarding the Head of Technical Services job description: A motion was made by Kurth, seconded by Sohail to approve the Head of Technical Services job description as amended. Motion Carried.

3. Discussion and possible action regarding annual library director evaluation: The board requested Burkart to submit self-evaluation on the goals and objectives for 2020. It was tabled for the next board meeting for further discussion.

Adjournment: Meeting adjourned at 7:00 p.m.

VERONA PUBLIC LIBRARY
DIRECTOR'S REPORT
February 2020

I. Collection Development

Number of items added and deleted in January 2020:

Item Type	Added	Deleted
Books	832	299
Audio	3	0
Software	0	2
Video/DVD	28	3
Other (kits, etc.)	10	1
Magazines	111	65
TOTAL	**984**	**370**
YTD	**984**	**370**

II. Circulation

South Central Library System is continuing to work with the vendor to resolve the issues with Bibliovation software.

Critical problems in Bibliovation include:

- Hold expiration settings ignoring Closed days in library calendar (should be fixed in 2/24 update)
- Checking out a hold on behalf of another patron does not clear the hold
- Slow response times for patrons with large volume of transactions
- Batch edit is very slow or batch doesn't process
- Reduced Transportation Holds is not working
- Owning library does not list first in catalog
- LINKCat mobile app continues to have bugs although a recent update resolved some issues.

Problems that have been resolved this month:

- Holds Sequence not being followed on pick list, cannot pass an item on the pick list
- Print window when printing circulation slips (receipts and hold slips) should close automatically

January 2020 Circulation Statistics

Self-check-outs	32,576
Total check-outs	49,255
Self-check-outs vs. desk	82.29%
Jan. 2019 vs. Jan. 2020	11.56%
Check-ins	34,913
Library cards added	184
Holds placed	14,651

III. Reference

Statistics: January 31 – February 21, 2020

Reference: 1,194 regular transactions, 104 directional
Children's reference: 438 regular transactions, 67 directional
Proctoring: 7 exams proctored
Outer Library Loans: 31 requests
One-on-One Instruction: 31
Personal Archiving Lab Sessions: 2

Social Media Engagement:

Facebook: 3,028 followers, 31 posts/events
Twitter: 1,717 followers, 32 tweets
Instagram: 1,107 followers, 5 posts
Events Newsletter A: 12,126 recipients
Events Newsletter B: 12,114 recipients

IV. Personnel and Staff Development

Ronda conducted one-on-one performance conversations with the circulation Library Assistants.

Luke Fieweger has accepted the offer to join our staff as the new Reference Librarian/Communications Coordinator. His first day will be March 16.

Stacey and Emma are still in the process of hiring for the two new Reference Assistant positions and hope to have the roles filled by early to mid-March.

Theresa is still in the process of hiring for the two open Library Page I positions.

The open summer youth services LTE position was posted on February 18.

Theresa conducted 6-month or annual check in conversations with Sarah DeFilippi, Siri Amundsen, and Morgan Sandler.

Theresa conducted a page meeting on Thursday, February 13.
Molly Labadie, Deputy Director for the Delaware County District Library in Ohio, joined us for our all in-service on February 20. Her training on "Customer Service with Empathy" was excellent.

Stacey, Julie, Theresa, Marissa, and Leah will be attending the Public Library Association Conference in Nashville, February 26-29, 2020.

V. Equipment and Physical Facilities

Ronda has ordered new computers for our yearly upgrade.

Ronda ordered new lockers so that now employees who do not have an assigned desk will have a place to store their items.

Stacey ordered new drinking fountains for the lobby that have water bottle fillers.

Fabric for the eight new chair covers has been ordered but there was a production delay and we anticipate the chairs will be finished in mid-May.

A patron wanted to donate $200-300 for a children's area toy, so staff selected some options on Amazon and the patron chose a doctor's station.

VI. Administration and Internal Operations
Nothing to report.

VII. Marketing and Public Relations
Library event postings were sent to Madison.com, Isthmus, Verona Press, and Chamber of Commerce and promoted in the City e-newsletter. Event posters were delivered to area libraries and posted on bulletin boards at Verona City Hall, Verona Senior Center, and area businesses. Tonja created slides for the website, social media, TV, and self-check machines. Mark created social media posts for Twitter and Facebook. There are currently 13,000+ recipients on the events newsletter email list.

The marketing committee discussed the *Immigration: An American Story* traveling exhibition marketing. Flyers were posted in area businesses and libraries poster in library lobby. Roadside banner was not created due to snow. Paid promotional ads with Silent Sports magazine and Facebook have been placed to promote *Word on the Street 5K.* Will discuss at a future meeting with Emma the priority order of tasks to be delegated to the new Communications Coordinator.

Mark worked with the Green Team to begin drafting Green Challenge posts to use on social media in the lead up to Earth Day.

VIII. System and Interagency Cooperation
Julie met with a parent representative from Verona Area International School about making adjustments to next year's Chinese New Year's event due to the large crowds of the past two years.

Trudy attended the Verona Area Chamber Networking Lunch.

Mark is working with SCLS to put together a webinar on our Outer Library Loan procedure.

Marissa and Leah met with Teresa Voss to discuss the move to the new high school and how that might impact teens using the library. They also discussed summer school and promoting OverDrive and e-reading resources.

IX. Fundraising
The library has raised $243,160 to date for the library endowment fund held at Madison Community Foundation. Planning for the Word on the Street 5K Run/Walk and Kids' Run fundraiser is well underway. The race is being held on Saturday, May 2.

X. Events, Programs and Exhibits
Kid's Events and Programs:

Winter Story Time session: **January 13 – March 6.**

1000 Books before Kindergarten
13 kids signed up for the 1000 Books program in the past month, bringing the total number of registrants to 2180.

STEAM Story Time
Saturday, February 1, 10:00–11:00 am
A STEAM-based story time with science and art activities. Geared for ages 4-6. This month's story time drew an older crowd with lots of parental involvement in making cars.
Attendees: 25

Kids' Read Aloud Book Group
Tuesday, February 4, 4:00—5:00 pm
Library staff will read aloud books about food, led a discussion, and made unicorn dip together. Geared to ages 5-8.
Attendees: 5

Magic the Gathering Trading Card Game
Wednesday, February 5, 4:00–5:00 pm
Ages 8 – 18.
Attendees: 4

The Young and the Restless
Friday, February 7 and 21, 10:00 – 11:30 am
Young and the Restless open indoor play time is an opportunity for kids to be active, develop motor skills, and make new friends. Ages 0 - 5 and their caregivers.
Attendees: 116, 87

Favorite Friends
Saturday, February 8, 10:00–11:30 am
This year's event featured Chase from Paw Patrol, Dragon and a taco from Dragons Love Tacos, and the Very Hungry Caterpillar. Kids visited characters throughout the library, plus did character-themed crafts and enjoyed snacks. This event continues to be popular and fun for everyone. We hired a new local company, Making the Heart Smile LLC, to provide the Chase costume, plus wearer and handler, which helped free up two library staff to serve walking tacos and do other duties.
Attendees: 400

Tween Dungeons & Dragons
Wednesday, February 12, 4:00–5:30 pm
Fantasy and Adventure awaited in 5th edition Dungeons & Dragons. Ages 8 - 11.
Attendees: 14

Stop Motion Animation Workshop
Wednesday, February 12, 6:30-7:30 pm
Crestwood Elementary students and art educator Luke Bassuener led this hands-on workshop about making stop motion animation films using markers, paper, scissors and an iPad. This program also included a screening of Crestwood students' recent projects. Geared to ages 5 and up.
Attendees: 13

Kids Yoga
Wednesday, February 19, 1:30–2:00 pm
Presented by CI Pediatric Therapy Centers. Geared to ages 2 – 6.
Attendees: 26

Dinosaur Scavenger Hunt
Dusty set up an elaborate dinosaur-themed display with a corresponding scavenger hunt that was very popular. It was offered for about two weeks.
Participants: 121

Pokémon Club
Wednesday, February 19, 4:00—5:00 pm
This month's Pokémon related activity was creating your own cards. Ages 6 - 11.
Attendees: 43

Family Story Time: Friends
Thursday, February 20, 6:30–7:00 pm
Books, music, movement activities and a craft. All ages. Story Room.
Attendees: 10

Read-a-thon
Friday, February 21, 12:00-4:00 pm
Presented by Wildcats United, this third annual read-a-thon featured readings by local celebrities, arts and crafts, and a scavenger hunt. Theme: Climate change.
Attendees: 15

Family Fort Day
Friday, February 21, 1:30-3:00 pm
It was a chilly day off school for families to set up a fort, enjoy some walking s'mores, and crawl in for an afternoon of reading together.
Attendees: 40

Upcoming Kids' Events:

Harry Potter Maker Club: Butterbeer
Monday, February 24, 4:00-5:00 pm
Each month we will make something from the Harry Potter universe. This month's project is making butterbeer with whipped topping. Ages 9-12. Please register in advance.

Minecraft Club
Wednesday, February 26, 4:00–5:00 pm
Build in creative mode! Grades 1 - 6. Please register in advance. Community Room.

Kids' Read Aloud Book Group
Tuesday, March 3, 4:00—5:00 pm
Library staff will read aloud a longer book, lead a discussion about it, and we'll do a fun activity together. No pre-reading required. Geared to ages 5-8. Story Room.

Magic the Gathering Trading Card Game
Wednesday, March 4, 4:00–5:00 pm
Become a planeswalker, summon creatures, and cast powerful spells with Magic the Gathering Trading Card Game! Challenge your friends and peers in a casual environment. If you are an expert or just starting out, all are welcome to play and learn. The library will have some starter decks or feel free to bring your own. Ages 8 – 18. Community Room.

The Young and the Restless
Friday, March 6 and 20, 10:00–11:30 am
Get your winter wiggles out! Young and the Restless open indoor playtime is an opportunity for kids to be active, develop motor skills, and make new friends. Ages 0 - 5 and their caregivers. Community Room.

Tween Dungeons & Dragons
Wednesday, March 11, 4:00–5:30 pm
Fantasy and Adventure await in 5th edition Dungeons & Dragons. All skill levels welcome! Ages 8 - 11. Community Room.

Census Story Time
Thursday, March 12, 10:00 am
Hear stories, sing songs, and count along as we learn a bit more about the upcoming census. Story Room. All Ages.

Green Eggs and Ham Breakfast
Friday, March 13, 9:30 am and 10:15 am
Join us for a free catered buffet-style breakfast featuring green eggs, ham, and muffins, along with Dr. Seuss activities. Registration required. Community Room.

STEAM Story Time
Saturday, March 14, 10:00–11:00 am
Join us for STEAM-based story time with science and art activities. Geared for ages 4-6. All are welcome to attend. This month's theme: Roar! A Dinosaur! No registration. Community Room.

Kids Yoga
Wednesday, March 18, 1:30–2 pm
Presented by CI Pediatric Therapy Centers. Geared to ages 2 - 6.

Pokémon Club
Wednesday, March 18, 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.

Magical Creature Tea Party
Monday, March 23, 10:00—10:30 am and 1:30-2:00 pm
Enjoy stories, songs, a craft, and some tea party treats with a special guest! Fancy, whimsical, or magical attire is encouraged. There will be two seatings - please choose between 10:00 a.m. and 1:30 p.m. Geared to ages 2-8. Registration required. Community Room.

Incredible Bats
Tuesday, March 24, 1:30—2:30 pm
See real live bats and learn a little more about their place in our world and their impact on the environment with Incredible Bats! All ages. Community Room.

Virtual Reality- PlayStation 4
Wednesday, March 25, 9:30 am – 3:00 pm
Kids ages 6-11 can sign up for a 30-minute spot to experience PlayStation 4 Virtual Reality. Families may observe. Please come early, as time slots are short, and check in at the Children's Desk. Please register in advance. Story Room.

Minecraft Club
Wednesday, March 25, 4:00–5:00 pm
Build in creative mode! Grades 1 - 6. Please register in advance. Community Room.

Family Movie: Frozen 2
Thursday, March 25, 1:30--3:15 pm
Rated PG. Snacks provided. Community Room.

Harry Potter Maker Club: Mandrakes
Monday, March 30, 4:00—5:00 pm
Each month we will make something from the Harry Potter universe. This month's project is creating your own potted mandrake! Ages 9-12. Registration required.

Teen Events:

Anime/Manga Club
Thursday, 4:00 – 5:30 p.m.
February 6, Attendees: 2
February 20, Attendees: 2
Activities: watched Anime, played Japanese games

Teen D&D or Tabletop Games
Thursday, February 13, 4:00 – 5:30 p.m.
Teens played a cooperative adventure game based on storytelling and dice rolling.
Attendees: 4

Teen Chocolate Tasting
Wednesday, February 12, 3:45 – 4:45 p.m.
Teens (and a few parents) enjoyed dipping treats in a chocolate fountain and sampling specialty chocolate bars. Some of them also played card games, made valentines, and checked out items from our “blind-date-with-a-book” display.
Attendees: 52

Upcoming Teen Events:

Teen Gaming
Thursday, February 27 and March 26, 4:00 – 5:30 p.m.
Snack and play board games, face off on the Nintendo Switch or Wii, or bring your own device!

Happy Paint-Along
Tuesday, March 10, 7:00 – 8:30 p.m.
Relax and paint along with a how-to video! Accidents on canvas are just possibilities!

Teen D&D or Tabletop Games
Thursday, February 13, 4:00 – 5:30 p.m.
Fantasy and adventure await in 5th edition Dungeons & Dragons. All skill levels welcome! We'll also have a variety of tabletop games available.

Adult Classes & Events:

Career Change 101
Friday, January 31, 2:00-4:00 pm
April McHugh, career and educational counselor at UW-Madison's Adult Career & Special Student Services, discussed how to identify reliable resources and learn how to use them. Attendees: 22

English Class for Adults
Mondays, 6:00–8:00 pm
Participants learned English communication skills. We provided free childcare to three children.
Attendees: 10, 6, 4

Build Your Own Terrarium
Wednesday, February 5, 6:30-7:30 pm
Attendees created their own low-maintenance terrarium under the direction of Johanna Oosterwyk, manager of D.C. Smith Greenhouse of the UW Madison campus.
Attendees: 19

Senior Case Management Outreach
Monday, February 10, Drop in between 1:00–2:00 pm
Becky Losby, case manager from the Verona Senior Center, answered questions and provided resources.
Attendees: 1

Financial Literacy
Monday, February 10, 6:30-8:00 pm
Jay Baldwin, Financial Services Associate from AAA, discussed tools for financial freedom.
Attendees: 6

Job Service Assistance to Job Seekers
Tuesday, February 11, 9:00 am-12:00 pm
Jennifer Seese, Employment and Training Specialist from the Workforce Development/Job Service, offered one-on-one assistance with job searching, resume writing, interview skills, and more.
Attendees: 2

Travel in Time – Visiting Covered Bridges in the Upper Midwest
Thursday, February 13, 6:30-7:30 pm
Dave and Rhonda Mossner shared their photographs and stories featuring 117 covered bridges.
Attendees: 17

Immigration Then and Now: A Tibetan American Family and the Woman They Adopted
Wednesday, February 19, 6:30-7:30 pm
Author and educator Madeline Uraneck shared her adopted family's inspiring immigration story and her

own journey of learning lessons from them. There was a Tibetan immigrant and a Tibetan family that discussed their immigration stories to America.
Attendees: 23

Becoming a Dane County Foster Parent
Thursday, February 20, 7:00-8:00 pm
Dawn Douglas-Mellom, Foster Care Coordinator, discussed how to become a foster parent.
Attendees: 9

NERF or Nothing
Friday, February 21, 6:30-8:00 pm
Join us for an indoors, after hours program for adults (ages 18+ only) to play fast-paced, team building games featuring NERF blasters.
Attendees: 4

Upcoming Adult Classes and Events:

English Class for Adults
Mondays, February 24 – March 30, 6:00–8:00 pm
Participants will learn English communication skills.

Job Service Assistance to Job Seekers
Tuesday, February 25, 9:00 am-12:00 pm
Jennifer Seese, Employment and Training Specialist from the Workforce Development/Job Service, will offer one-on-one assistance with job searching, resume writing, interview skills, and more. Sign up for a 30-minute or one-hour appointment at the Reference Desk or call 845-7180 ext. 3. Walk-ins are welcome.

Mind and Meditation
Wednesday, February 26, 6:30–7:30 pm
Join Prajkta Date, a certified yoga teacher, and explore how you can move ahead in life with less stress and more joy. The classes include light to moderate yoga and breathing exercise followed by a guided meditation. Come ready to leave the class rejuvenated. Participants should wear comfortable clothing and bring a yoga mat or towel. Registration required. Limited to 25 participants.

Books ‘n Booze Book Club
Thursday, February 27 at 6:00 pm at the Sugar River Pizza Company
Books 'N Booze is a book club for people who are interested in having a blast while discussing fun books and meeting new people. This month we’ll be discussing *Crazy Rich Asians* by Kevin Kwan.

Rendever Virtual Reality Tours: Explore Ancient Egypt
Monday, March 2, 10:00-10:30 am
Learn all about Cleopatra, the Rosetta Stone, and the Pyramids as we take a tour of Ancient Egypt. Then we will take a camel ride together through the desert. Alasa Wiest, program manager at the Verona Senior Center, will guide you through an immersive 360-degree virtual reality experience. Registration required. Limited to six participants.

English Class for Adults
Monday, March 2, 6:00–8:00 pm
Participants will learn English communication skills.

Blood Pressure, Blood Sugar, and Fall-Prevention Screenings
Wednesday, March 4, Drop in between 10:00–11:00 am
Fitch-Rona EMS will check your blood pressure and blood sugar, and Capitol Physical Therapy will provide fall-prevention screenings. These services are at no charge.

What is a Land Ethic?
Wednesday, March 4, 6:30-7:30 pm
Almost 75 years ago Aldo Leopold pondered the interface of ethics and the natural world in his conservation classic *A Sand County Almanac*. While many things have changed over the decades, his central idea of living sustainably and challenging our ethical boundaries are just as relevant as ever. Join Chris Gavin, Land Ethic Leader, and he will discuss conservation issues that helped form Leopold's ideas and how his land ethic can help inform us with today's environmental challenges. Door prizes for two copies of *A Sand County Almanac* by Aldo Leopold.

The Making of Pioneer Wisconsin: Voices of Early Settlers
Thursday, March 5, 6:30-7:30 pm
Historian, Michael E. Stevens, will discuss his book, *The Making of Pioneer Wisconsin: Voices of Early Settlers*. It provides a unique and intimate glimpse into the lives of the early settlers. Woven together with context provided by these first-person accounts, the book forms a fascinating narrative that deepens our ability to understand and empathize with Wisconsin's early pioneers. Books will be available for sale and signing. Presented in partnership with the Wisconsin Historical Society Speakers Bureau.

Senior Case Management Outreach
Monday, March 9, Drop in between 1:00–2:00 pm
A case manager from the Verona Senior Center will answer questions and provide resources for you or your aging loved one. Information on Medicare, homecare, housing assistance, financial resources, and more will be available. Contact Becky Losby or Julie Larson at the Senior Center at 845-7471 with questions.

Job Service Assistance to Job Seekers
Tuesday, March 10, 9:00 am-12:00 pm
Jennifer Seese, Employment and Training Specialist from the Workforce Development/Job Service, will offer one-on-one assistance with job searching, resume writing, interview skills, and more. Sign up for a 30-minute or one-hour appointment at the Reference Desk or call 845-7180 ext. 3. Walk-ins are welcome.

Stop the Bleed Training
Thursday, March 12, 6:30-7:30 pm
Stop the Bleed class is designed for individuals with little or no medical training who may be called upon as immediate responders. Fitch-Rona EMS will teach you how to provide initial care and bleeding control to a victim of traumatic injury prior to the arrival of skilled help or in an austere environment. Registration required. Register online at *veronapubliclibrary.org* or call 845-7180. Class size limited to 10 participants.

Zero to 5K Training
Wednesdays, 10:30-11:30 am, March 18 – April 27
This training group is for anyone who wants to finish a 5K either walking, running or a combination of both. This comprehensive seven-week training program will slowly progress so that you can safely complete the *Word on the Street 5K*. You will receive a training plan at each class along with a map of our route. Training will be led by Lee Unwin BCMT CSCS, co-owner Verona Fitness Studio and Unwin Chiropractic & Wellnes Center. Registered required. Limited to 15 participants.

NERF or Nothing
Friday, March 20, 6:30-8:00 pm
Join us for an indoors, after hours program for adults (ages 18+ only) to play fast-paced, team building games featuring NERF blasters.

Bach Around the Clock: Sneak Peek Concert
Sunday, March 22, 2:00–3:30 pm
Celebrate the 335th birthday of Johann Sebastian Bach! The library will be hosting a preview concert of performers from Madison's upcoming Bach Around the Clock Festival. Hear selections of Bach's music played on a variety of early and modern instruments before the big festival on March 28th.

Job Service Assistance to Job Seekers
Tuesday, March 24, 9:00 am-12:00 pm
Jennifer Seese, Employment and Training Specialist from the Workforce Development/Job Service, will offer one-on-one assistance with job searching, resume writing, interview skills, and more. Sign up for a 30-minute or one-hour appointment at the Reference Desk or call 845-7180 ext. 3. Walk-ins are welcome.

Mind and Meditation
Wednesday, March 25, 6:30–7:30 pm
Join Prajkta Date, a certified yoga teacher, and explore how you can move ahead in life with less stress and more joy. The classes include light to moderate yoga and breathing exercise followed by a guided meditation. Come ready to leave the class rejuvenated. Participants should wear comfortable clothing and bring a yoga mat or towel. Registration required. Limited to 25 participants.

Exhibits:

***Immigration: An American Story* Traveling Exhibition**
February 13 – March 12, 2020
This exhibition presents documents, maps, and images to tell select stories of those who came to America, some by coercion and others by choice in search of a better future for themselves and later generations.

Faces of Railroading: Railroads and the Making of Madison and Dane County Traveling Exhibition
March 16 – April 10, 2020
This exhibit looks at the historic role railroad workers have played in Dane County through compelling images of the past and present. In addition, the exhibit explores the changing geography of Madison in relation to the railroad. The Center for Railroad Photography & Art (www.railphoto-art.org) and the Verona Public Library have collaborated to present this exhibition.

XI. Outreach
Outreach story times:
Total daycare story time presentations: 8
Total Sensory Friendly story times: 2

Libby Presentations at Savanna Oaks
Monday, February 3, 10:00 am–1:30 pm
Marissa and Mia introduced Libby to the sixth graders at Savanna Oaks Middle School and helped them set up their accounts for checking out eBooks.
Attendees: 188

YMCA Afterschool Program: Glacier Edge, Stoner Prairie, Sugar Creek, Country View and Olson
Mondays and Tuesdays, February 3, 4, 10, 17, and 18, 3:45–4:30 pm
Crafts and stories for the YMCA afterschool program in the district.
Attendees: 14, 17, 24, 13, 40

Noel Manor Book Group
Friday, February 7, 10:30–11:30 am
The group discussed *The Magic Strings of Frankie Presto* by Mitch Albom.
Attendees: 3

Bird Crafts at Willow Pointe
Tuesday, February 11, 1:30–2:30 pm
Mia lead a drop-in craft program for children and seniors at Willow Pointe Assisted Living.
Attendees: 1

Senior Center Book Group
Wednesday, February 12, 12:30–1:30 pm
The group discussed *The Library Book* by Susan Orlean.
Attendees: 7

Stoner Prairie Nakoma Kids' Club
Wednesday, February 12, 4:00–5:00 pm
Books for checkout at this afterschool program.
Attendees: 3

Story Time at Willow Pointe: Kindness
Friday, February 14, 11:00–11:30 am
An intergenerational story time featuring kindness stories and songs at Willow Pointe Assisted Living.
Attendees: 21

Four Winds Book Group
Tuesday, February 18, 10:30–11:30 am
The residents discussed *Miles to Go* by Richard Paul Evans. One new member attended.
Attendees: 7

Prairie Oaks Book Group
Tuesday, February 18, 1:00–2:00 pm
The group read *The Apple Orchard* by Susan Wiggs.
Attendees: 7

Badger Prairie Needs Network, Kids' Room
Thursdays, January 30 and February 6 and 13 2:30–4:00 pm
Crafts and stories at the Kids' Room at BPNN.
Attendees: 0, 1, 1

Upcoming Outreach Events

YMCA Afterschool Program: Glacier Edge, Stoner Prairie, Sugar Creek, Country View, and Olson
Mondays and Tuesdays, March 3, 9, 11, 16, and 17, 3:45–4:30 pm

Crafts and stories for the YMCA afterschool program in the district.

Stoner Prairie Nakoma Kids' Club
Wednesday, March 4, 4:00–5:00 pm
Books for checkout at this afterschool program.

Noel Manor Book Group
Friday, March 6, 10:30–11:30 am
The group will discuss *The No. 1 Ladies' Detective Agency* by Alexander McCall Smith.

Digitization at the Senior Center
Tuesday, March 10, 10:00 am–12:00 pm
Mark and Mia will be bringing digitization equipment to the senior center to assist patrons in preserving photographs and other materials.

Story Time at SwimWest Fitchburg
Wednesday, March 11, 9:30–11:00 am
A swimming-themed story time followed by open swim at SwimWest's Fitchburg location.

Senior Center Book Group
Wednesday, March 11, 12:30–1:30 pm
The group will be reading *Before We Were Yours* by Lisa Wingate.

Stoner Prairie Reading Night
Thursday, March 12, 5:30–7:30 pm
Mia and Marissa will be going to Stoner Prairie Elementary School with library information and activities for their annual reading night.

Story Time at Willow Pointe: Sheep
Friday, March 13, 11:00–11:30 am
An intergenerational story time featuring stories and songs about sheep at Willow Pointe Assisted Living.

Four Winds Book Group
Tuesday, March 17, 10:30–11:30 am
The residents will discuss *The Road to Grace* by Richard Paul Evans.

VASD Pre-K Screening
Wednesday, March 18, 3:00–5:00 pm
Books and library information at district screenings for Pre-K students.

Prairie Oaks Book Group
Tuesday, March 24, 1:00–2:00 pm
The group will be reading *Come Sundown* by Nora Roberts.

Badger Prairie Needs Network, Kids' Room
Thursdays, 2:30–4:00 pm

Sensory Friendly Story Time
Fridays, 9:15 am

Wisconsin Department of Public Instruction
PUBLIC LIBRARY ANNUAL REPORT
PI-2401 (Rev. 1-20)

Wis. Stat. §§ 43.05(4) & 43.58(6)

FOR THE YEAR 2019

INSTRUCTIONS: Complete and return two (2) original signed copies of the form and attachments to your system headquarters.

Board-approved, signed annual reports for 2019 are due to the DPI Division for Libraries and Technology no later than February 29, 2020.

I. GENERAL INFORMATION

1. Name of Library	2. Public Library System
Verona Public Library	South Central Library System

3a. Head Librarian First Name	3b. Head Librarian Last Name	4a. Certification Grade	4b. Certification Type	5. Certification Expiration Date
Stacey	Burkart	Grade 1	Regular	04/30/2020

6a. Street Address	6b. Mailing Address or PO Box	7. City / Village / Town	8a. ZIP	8b. ZIP4	9. County
500 Silent St.	500 Silent St.	Verona	53593	1252	Dane

10. Library Phone Number	11. Fax Number	12. Library E-mail Address of Director
(608)845-7180	(608)845-8917	sburkart@ci.verona.wi.us

13. Library Website URL	14. No. of Branches	15. No. of Bookmobiles Owned	16. No. of Other Public Service Outlets
www.veronapubliclibrary.org	0	0	0

17. Does your library operate a books-by-mail program?	18. Some public libraries are legally organized as joint libraries, with neighboring municipalities or a county and municipality joining to operate a library. Is your library such a joint library legally established under Wis. Stat. s. 43.53?
No	No

19a. Winter Hours Open per Week	19b. Number of Winter Weeks	19c. Summer Hours Open per Week	19d. Number of Summer Weeks
68	39	64	13

20. Square Footage of Public Library	21. Did your library or a branch move to a new facility or expand an existing facility during the fiscal year?	22. DUNS Number *Nine digits*
33,000	No	125241067

II. LIBRARY COLLECTION

	a. Number Owned / Leased	b. Number Added
1. Books in Print *Non-periodical printed publications*	94,921	10,021
2. Electronic Books *E-books*	157,417	
3. Audio Materials	6,934	489
4. Electronic Audio Materials *Downloadable*	55,282	
5. Video Materials	10,453	718
6. Electronic Video Materials *Downloadable*	952	
7. Other Materials Owned *Describe* equipment, kits, video games, board games	1,016	
8. Electronic Collections *Locally Owned or Leased*	7	
9. Total Electronic Collections *Local, regional, and state*	57	
10. Subscriptions *Include periodicals and newspapers, exclude those in electronic format*	201	

III. LIBRARY SERVICES

1. Circulation Transactions		2. Interlibrary Loans	
a. Total Circulation	b. Children's Materials	a. Items Loaned *Provided to*	b. Items Received *Received from*
566,981	306,043	174,071	148,156

3. Number of Registered Users			4. Reference Transactions		5. Library Visits	
a. Resident	b. Nonresident	c. TOTAL	a. Method	b. Annual Count	a. Method	b. Annual Count
7,502	8,349	15,851	Actual Count	35,300	Actual Count	236,499

6. Uses of Public Internet Computers		7. Uses of Public Wireless Internet		8. Number of Website Visits	9a. Local Electronic Collection Retrievals	9d. Total Electronic Collection Retrievals
a. Method	b. Annual Count	a. Method	b. Annual Count			
Actual Count	13,742	Router Count	285,590	109,033	4,257	5,142

10. Uses of Electronic Materials by Users of Your Library				
a. E-Books	b. E-Audio	c. E-Video	d. Total Uses of Electronic Works	e. Uses of Children's Electronic Materials
31,874	26,016	149	58,039	6,647

11. Programs and Program Attendance Annual Count					11. Number of Public Use Computers	
	a. Children (0-11)	b. Young Adult (12-18)	c. Other (all ages)	d. TOTAL	a. Total	b. Internet Access
Number of Programs	835	92	260	1,187	51	49
Total Attendance	28,903	2,063	5,569	36,535		

IV. LIBRARY GOVERNANCE

Library Board Members. *List all members of the library board as of the date of this report. List the president first. Indicate vacancies. Report changes to the Division for Libraries and Technology as they occur. When reporting such changes, indicate the departing board members.*

First Name	Last Name	Street Address	City	ZIP+4	Email Address
PRESIDENT 1. Christopher	Hopp	510 Lone Pine Way	Verona	53593	christopherjhopp@gmail.com
2. Veronika	Kurth	1376 Hidden Valley Road	Verona	53593	vkurth@gmail.com
3. Kate	Cronin	204 Shuman Street	Verona	53593	kate.cronin@ci.verona.wi.us
4. Rikki	Conwell	912 Glenwood Drive	Verona	53593	rikkiconwell@gmail.com
5. Rebecca	Ryan	649 Tamarack Way	Verona	53593	Rebecca.Ryan@verona.k12.wi.us
6. Jay	Huemmer	1167 Enterprise Drive	Verona	53593	gingko1991@gmail.com
7. Mawara	Sohail	711 Cabrillo Dr.	Verona	59593	VeronaWI@goddardschools.com
8.					
9.					
10.					
11.					
12.					

No. of Library Board Members
Include vacancies in this count
7

V. LIBRARY OPERATING REVENUE

Report operating revenue only. Do not report capital receipts here.

1. Local Municipal Appropriations for Library Service ***Only joint libraries report more than one municipality here***

Municipality Type	Name	Amount
City	Verona	$910,829
	Subtotal 1	$910,829

2. County

a. Home County Appropriation for Library Service — Subtotal 2a: $874,612

b. Other County Payments for Library Services

County Name	Amount	County Name	Amount
Iowa	$5,964	Sauk	$142
Columbia	$1,078		
Rock	$603		
Jefferson	$56		
Green	$13,161		
		Subtotal 2b	$21,004

3. State Funds

a. Public Library System State Funds

Description	Amount	Description	Amount
Youth Literacy Grants	$525		
b. Funds Carried Forward from Previous Year		c. Other State Funded Program	
		Subtotal 3	$525

4. Federal Funds *Name of program—for LSTA grant awards, grant number and project title*

Program or Project	Amount
	$0
Subtotal 4	$0

5. Contract Income *From other governmental units, libraries, agencies, library systems, etc.*

Name	Amount	Name	Amount
		Subtotal 5	

6. Funds Carried Forward *Do not include state aid. Report state funds in 3b above.*	7. All Other Operating Income	8. Total Operating Income *Add 1 through 7*	9. What is the current year annual appropriation provided by your governing body(ies) for your public library?	10. Was your library's municipality exempt from the county library tax for the report year? *Wis. Stat. s. 43.64(2)*
$22,168	$96,734	$1,925,872	$1,040,941	Yes

VI. LIBRARY OPERATING EXPENDITURES

Report operating expenditures from all sources. Do not report capital expenditures here.

1. Salaries and Wages *Include maintenance, security, plant operations*	2. Employee Benefits *Include maintenance, security, plant operations*
$1,019,579	$233,738

3. Library Collection Expenditures

a. Print Materials	b. Electronic Materials	c. Audiovisual Materials	d. All Other Library Materials	e. Subtotal 3
$134,838	$20,992	$25,945	$0	$181,775

4. Contracts for Services *Include contracts with other libraries, municipalities, and library systems here. Include service provider.*

Provider	Amount	Provider	Amount
SCLS - Technology & ILS	$89,599		

Subtotal 4	$89,599
5. Other Operating Expenditures	$378,987
6. Total Operating Expenditures *Add 1 through 5*	$1,903,678
7. Of the expenditures reported in item 6, what were operating expenditures from federal program sources?	$0

VII. LIBRARY CAPITAL REVENUE, EXPENDITURES, DEBT RETIREMENT, AND RENT

1. Capital Income and Expenditures by Source of Income.
Do not report any expenditures reported above. Provide a brief description of any expenditures.

Source	Brief Description of Expenditure	Revenue	Expenditure
a. Federal		$0	$0
b. State		$0	$0
c. Municipal	furniture	$18,816	$18,816
d. County		$0	$0
e. Other		$0	$0

2. Debt Retirement	3. Rent Paid to Municipality/County	Total Revenue	Total Expenditure
$385,244	$0	$18,816	$18,816

VIII. OTHER FUNDS HELD BY THE LIBRARY BOARD

All funds under the library board's control must be reported. Report in this section any funds in the library board's control (except Trust Funds) that have not been reported in a previous section. *Wis. Stat. s. 43.58(6)(a)*

1. Total Amount of Other Funds at End of Year

$293,981

IX. TRUST FUNDS

1. Total Amount of Trust Funds Held by the Library Board at End of Year

X. STAFF

1. Personnel Listing. *Libraries with 15 or fewer employees may report all staff under 1a. Libraries with more than 15 employees, list head librarian, chief assistants, branch librarians, division heads, and other supervisory personnel in 1a. and all other positions in 1b.*

a. Employees Holding the Title of Librarian. Indicate advanced degrees in Type of Staff.

Position	Type of Staff	Annual Salary	Hours Worked per Week	Position	Type of Staff	Annual Salary	Hours Worked per Week
Director / Head Librarian	MLS (ALA)	$87,310	40.00	Reference Librarian	MLS (ALA)	$49,716	40.00
Asst. Director/Youth Services Team	MLS (ALA)	$69,993	40.00	Reference Librarian	MLS (ALA)	$26,126	20.00
Head of Reference	MLS (ALA)	$56,836	40.00	Community Engagement Librarian	MLS (ALA)	$48,405	40.00
Head of Circulation	Librn. no-MLS	$61,084	40.00				
Head of Technical Services	MLS (ALA)	$59,396	40.00				
Adult Program Coordinator	Librn. no-MLS	$60,972	40.00				
Teen Librarian	MLS (ALA)	$52,621	40.00				
Children's Librarian	MLS (ALA)	$50,415	40.00				

b. Other Paid Staff *See instructions*

Position	Type of Staff	Total Annual Wages	Hours Worked per Week	Position	Type of Staff	Total Annual Wages	Hours Worked per Week
Library Assistant	Librn. no-MLS	$336,647	358.00				
Library Page	Other	$61,464	116.00				
Administrative Assistant	Other	$20,150	20.00				
Youth Services LTE	Librn. no-MLS	$13,140	13.00				

2. Library Staff Full-Time Equivalents (FTEs). Divide the total hours worked per week for each category by 40 to determine full-time equivalents.

a. Persons Holding the Title of Librarian			b. All Other Paid Staff (FTE) *Include maintenance, plant operations, and security*	c. Total Library Staff (FTE)
Master's Degree from an ALA Accredited Program (FTE)	Other Persons Holding the Title of Librarian (FTE)	Subtotal 2a		
8.50	11.27	19.77	3.40	23.17

XI. PUBLIC LIBRARY LOANS OF MATERIAL TO NONRESIDENTS

1. Of the total circulation reported for your library from Section III, item 1, what was the total circulation to nonresidents *See instructions for definition of nonresident* 362,582

Divide nonresident circulation among the following categories. The total of 2 through 6 below should not be greater than the number reported in Item 1 above.	a. Those with a Library	b. Those without a Library	c. Subtotal
2. Circulation to Nonresidents Living in Your County	282,278	62,747	345,025
3. Circulation to Nonresidents Living in Another County in Your System	3,951	7,199	11,150
4. Circulation to Nonresidents Living in an Adjacent County Not in Your System	2,207	2,455	4,662

5. Circulation to All Other Wisconsin Residents: 1,743

6. Circulation to Persons from Out of the State: 2

7. Are the answers to items 1 through 6 based on actual count or survey/sample? Actual

8a. Does your library deny access to any residents of adjacent public library systems on the basis of Wis. Stat. s. 43.17(11)(b)? No

8b. If yes, do you allow residents in adjacent systems to purchase library cards? No

9. Circulation to Nonresidents Living in an Adjacent County Who Do Not Have a Local Public Library

Name of County	Circulation	Name of County	Circulation
a. Jefferson	35	f. Rock	391
b. Iowa	2,023	g. Dodge	6
c. Columbia	335	h.	
d. Sauk	939	i.	
e. Green	5,884	j.	

XII. TECHNOLOGY

1. Does your library provide wireless Internet access for patrons' mobile devices? Yes

2. What type of Internet connection do you have? *Mark all that apply*
   - [x] a. State TEACH line
   - [ ] b. Other broadband connection *Local cable, telco, community network, etc.*

3. Does your library use any type of Internet filtering software or service?
   - [ ] a. Yes, on all Internet workstations
   - [ ] b. Yes, on some Internet workstations
   - [x] c. No filtering on any Internet workstation

XIII. SELF-DIRECTED ACTIVITIES, STAFF SERVING YOUTH / ADULTS

1. Self-directed Activities *Planned, independent activities available for a definite time period which introduce participants to any of the broad range of library services or activities that directly provide information to participants.*

	a. Children (0-11)	b. Young Adult (12-18)	c. Other (all ages)	d. TOTAL
Number of Self-directed Activities	6	13	0	19
Total Self-directed Activity Participation	533	584	0	1,117

2. Name and email address of primary staff person who serves as the children, youth, or teen librarian. *Only the primary person is displayed here.*

a. First Name	b. Last Name	c. Email Address
Julie	Harrison	jharrison@ci.verona.wi.us

3. Name and email address of primary staff person who serves as the librarian for adults. *Only the primary person is displayed here.*

a. First Name	b. Last Name	c. Email Address
Emma	Cobb	ecobb@ci.verona.wi.us

XIV. PUBLIC LIBRARY ASSURANCE OF COMPLIANCE WITH SYSTEM MEMBERSHIP REQUIREMENTS

We assure the Public Library System of which this library is a member and the Division for Libraries and Technology, Department of Public Instruction that this public library is in compliance with the following requirements for public library system membership as listed in *Wis. Stats.*
A check (X) or a mark in the checkbox indicates compliance with the requirement.

☒ The library is established under s. 43.52 (municipalities), s. 43.53 (joint libraries), or s. 43.57 (consolidated county libraries and county library services) of the Wisconsin Statutes [s. 43.15(4)(c)1].

☒ The library is free for the use of the inhabitants of the municipality by which it is established and maintained [s. 43.52(2), 73 Op. Atty. Gen. 86(1984), and OAG 30-89].

☒ The library's board membership complies with statutory requirements regarding appointment, length of term, number of members and composition. [s. 43.54 (municipal and joint libraries), s. 43.57(4) & (5) (consolidated and country library services), and s. 43.60(3) (library extension and interchange)].

☒ The library board has exclusive control of the expenditure of all moneys collected, donated, or appropriated for the library fund [s. 43.58(1)].

☒ The library director is present in the library at least 10 hours a week while library is open to the public, less leave time [s. 43.15(4)(c)6]

☒ The library board supervises the administration of the library, appoints the librarian, who appoints such other assistants and employees as the library board deems necessary, and prescribes their duties and compensation [s. 43.58(4)].

☒ The library is authorized by the municipal governing board to participate in your public library system [s. 43.15(4)(c)3].

☒ The library has entered into a written agreement with the public library system board to participate in the system and its activities, to participate in interlibrary loan of materials with other system libraries, and to provide, to any resident of the system area, the same library services, on the same terms, that are provided to the residents of the municipality or county that established the member library. This shall not prohibit a municipal, county, or joint public library from giving preference to its residents in library group programs held for children or adults if the library limits the number of persons who may participate in the group program, or from providing remote access to a library's online resources only to its residents. [s. 43.15(4)(c)4].

☒ The library's head librarian holds the appropriate grade level of public librarian certification from the Department of Public Instruction [s. 43.15(4)(c)6 and Administrative Code Rules PI 6.03].

☒ The library annually is open to the public an average of at least 20 hours each week except that for a library in existence on June 3, 2006, annually is open to the public an average of at least 20 hours or the number of hours each week that the library was open to the public in 2005, whichever is fewer [s. 43.15(4)(c)7].

☒ The library annually spends at least $2,500 on library materials. [s. 43.15(4)(c)8].

XV. CERTIFICATION

I CERTIFY THAT, to the best of my knowledge, the information provided in this annual report and any attachments are true and accurate and the library board has reviewed and approved this report.

President, Library Board of Trustees Signature	Name of President *Print or type*	Date Signed
➢ Chr Hopp	Christopher Hopp	2/18/2020
Library Director / Head Librarian Signature	**Name of Director / Head Librarian *Print or type***	**Date Signed**
➢ Stacey Burkart	Stacey Burkart	2/18/20

STATEMENT CONCERNING PUBLIC LIBRARY SYSTEM EFFECTIVENESS

As required by Wis. Stat. s. 43.58(6)(c), the following statement that the library system either did or did not provide effective leadership and adequately meet the needs of the library must be completed and approved by the library board. The response should be made in the context of the public library system's statutory responsibilities and the funding which it has available to meet those responsibilities.

County: Dane

The Verona Public Library (*Name of Public Library*) Board of Trustees hereby states that in 2019, the South Central Library System (*Name of Public Library System / Service*)

- [x] **did** provide effective leadership and adequately meet the needs of the library.
- [ ] **did not** provide effective leadership and adequately meet the needs of the library.

Indicate with an X one of the following two statements.

Explanation of library board's response. *Attach additional sheets if necessary.*

Note: With the approval of the library board of trustees, this statement may be submitted separately from the Annual Report form that is sent to your library system, as an e-mail attachment to LibraryReport@dpi.wi.gov.

CERTIFICATION

The preceding statement was approved by the Public Library Board of Trustees.

Division staff will compile the statements received for each library system and, as required by *Wis. Stat. s. 43.05(14)*, conduct a review of a public library system if at least 30 percent of the libraries in participating municipalities that include at least 30 percent of the population of all participating municipalities report that the public library system did not adequately meet the needs of the library. This statement may be provided to your public library system.

President, Library Board of Trustees Signature	Name of President *Print or type*	Date Signed
➢	Christopher Hopp	02/18/2020

2019 Goals - Stacey Burkart

Goals and Objectives for the Verona Public Library in the 2019 Budget

- Increase service to the community by making a permanent change to our library hours, adding Sunday afternoons during the school year.
- Improve library service related to technology by upgrading wifi access points, replacing older public computers, and offering personal archiving equipment.
- Increase access and decrease wait times for e-book and e-audio materials.
- Eliminate fines for overdue materials**.**

Administration:

1. Continue policy reviews & revisions. Complete a review of the Public Behavior and Child Safety policies by the end of 2019.
   The Public Behavior Policy was updated October 2019 and the Child Safety Policy has been revised and is currently up for board review.

2. Review the Computer and Electronic Device Use Policy in terms of juvenile access to technology by the end of 2019.
   The Public Computer and Electronic Device Use Policy was revised in May 2019. The library board did not make any changes to the policy regarding juvenile access to technology at that time.

3. Develop a process for fundraising at larger endowment sponsored events and raise an additional $25,000 for the Library Endowment Fund through fundraising events and end of year mailing campaign by the end of 2019.
   The library raised $39,622 for the endowment fund in 2019, through fundraisers, mailing, campaign, and memorial donations. We did not have any large endowment-sponsored events in 2019 but held a series of smaller programs related to the Monarch butterfly exhibit.

4. Determine what content a 3-year strategic plan will include and conduct survey on the future of library service with staff and board by the end of 2019.
   With the help of board president Chris Hopp, strategic planning exercises were conducted with the library staff and library board. I also attended a one-day training on strategic planning offered by CVMIC. This goal is still in progress.

Collection Maintenance:

1. Oversee creation of an OverDrive Advantage account to decrease wait times for Verona Library patrons for e-books and e-audiobooks by May 2019. Effectiveness and impact will be measured by determining increase or decrease of average OverDrive wait times for Verona patrons. Once several months of data is collected, that information will be used to make future budget recommendations for the Advantage account.
   The libraries OverDrive Advantage account was created in May 2019 and between June and December of 2019 average wait times for items decreased by four days. In 2020, the library will again purchase $5000 worth of OverDrive titles based on highest demand.

Library Service:

1. Oversee creation and implementation of a personal digital archiving lab by October 2019.
   The Personal Archiving Lab was made available to the public in October 2019 and 17 people have used the lab during the first five months. The library will continue to promote this new service and train additional staff on how to use it.

2. Maintain or increase the level of library outreach and increase library outreach to Spanish speakers in 2019.
   Marissa continued to interact with Spanish speaking families at Badger Prairie Needs Network each week. She also continued her regular involvement with the Nakoma Kids' Club, arranging visits to the library and getting children library cards and books. In 2019, Marissa began attending Verona Area School District screening days and got materials about library services in Spanish to families who needed them.

Facilities Management:

1. Work with South Central Library System to upgrade the library wifi network in 2019 or 2020.
   The wifi network was upgraded in January 2020. We increased from four access points in the building to nine. This should meet our anticipated wifi needs for the next

2. Replace and upgrade 100% of public lab PC computers to improve computing services for library patrons by December 2019. This moves public lab computers to a three-year replacement schedule rather than a five year schedule.
   The public lab computers were upgraded in April 2019.

3. Complete reupholstery of 20 chairs in the teen and adult areas of the library by August 2019.
   The upholstery project was completed in June 2019.

4. Explore expansion of library hours to include summer Sundays by evaluating circulation statistics at other area libraries and defining the potential budget increases for staffing costs and facility operations by August 2019.
   The library hours were expanded to include summer Sundays as part of the 2020 budget process. Evaluation of circulation statistics from area libraries supported the expansion of hours.

Job Description: Adult Program Coordinator
Verona Public Library

Typical Responsibilities of Position

Reports directly to the Library Director. The Adult Program Coordinator is responsible for planning, implementation, and coordination of programs geared toward adults including library-wide events and exhibits. They are part of the Library Management Team, work as a member of other cross-functional teams, and work at the Reference desk in the weekend rotation. This position requires acting as building supervisor as needed.

Duties/Examples of Work

1. Works with the Library Director to set the service expectations for Adult Programming.
2. Effectively oversees the planning and execution of programs, events, and exhibits for adult audiences.
3. Manages adult programming and adult grant fund budgets and is responsible for expending funds in the spirit and timeframe of the budget or grant in which they were collected.
4. Regularly communicates with the Library Director to discuss plans, share information, and receive direction.
5. Participates in library committees and meetings to lend the adult program perspective to library plans and projects.
6. Contributes input to Management Team meetings. Identifies potential areas of organizational improvement and suggests solutions.
7. Follows and communicates library policies and procedures to library staff.
8. Provides reader's advisory, reference, research, and other patron assistance services at the Reference desk during weekend shifts or during staffing shortages.
9. Improves existing and develops new, effective customer service approaches in a team environment, including performing proactive customer service with library staff-initiated patron interactions.
10. Writes grant and award applications to fund and/or acquire library programs, events, and exhibit opportunities.
11. Leads or assists fundraising activities.
12. Writes reports, recommendations, and proposals for the Library Director or other staff as needed.
13. Compiles and analyzes data and statistical information for area of responsibility and reports it to the Library Director. Presents initiatives to improve these measures.
14. Serves on professional and library system committees as assigned by the Library Director.
15. Attends library conferences to network and find program, event, and exhibit ideas and opportunities.
16. Assists in library technology planning, implementation, and management.
17. Networks and confers with community groups and organizations in an advisory capacity leading to program, event, and exhibit ideas and opportunities.
18. Performs other duties as assigned.

Technical Abilities and Competencies

1. Ability to use personnel management techniques effectively including coaching, constructive conflict, reinforcement, and acknowledgment.
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. 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. Ability to effectively present information and respond to questions from patrons and staff.
8. Ability to maintain confidentiality of library patron information.
9. Ability to follow detailed instructions.

10. Ability to maintain a regular work schedule.
11. Ability to gather statistics, analyze information, and write professional reports.
12. Ability to operate library specific and typical office machines and equipment properly.
13. 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 networking, and general computer troubleshooting.
14. Ability to conduct reference and reader's advisory interviews.
15. Ability to work independently, organize and prioritize work, pay attention to details, respond to varied/changing work demands, and make decisions as required.
16. Possess outstanding interpersonal skills and the ability to maintain and foster cooperative and courteous working relationships with the public, peers and supervisors and subordinates.
17. Ability to manage numerous simultaneous projects and give effective direction to subordinates, peers, and superiors to achieve deadlines.
18. Ability to work in teams and take direction from peers and superiors, and consider, assimilate, and utilize input from others.
19. Possess advanced knowledge of library principles, procedures, technologies, goals, and philosophy of services.
20. Keyboarding and filing ability.
21. Ability to drive a car and hold a valid driver's license in order to get to occasional meetings outside the library.
22. Willingness to maintain skills in above-mentioned areas through active participation in appropriate continuing education activities and opportunities.
23. Professional use of English grammar and spelling.
24. Spanish language knowledge is a plus.

Physical Demands of the Position

1. Bending/twisting and reaching.
2. Keyboarding, writing, filing, sorting, shelving, and processing.
3. Processing, picking up, and shelving books.
4. Lifting and carrying 50 pounds or less.
5. Pushing and pulling objects weighing 300-400 pounds on wheels.
6. 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. Near vision needed to read faded type, font size 12 or smaller on item labels, and regular reading off computer monitors.
9. Far vision needed to observe patrons in need of assistance from a distance of 20 feet or further.
10. Talking and hearing needed to use the telephone.
11. Occasional travel to meetings outside the library.

Mental Requirements

1. Ability to apply technical knowledge.
2. Ability to comprehend and follow verbal and written instructions from supervisors.
3. Ability to interpret technical regulations, procedures, and instructions.
4. 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.
6. Ability to calculate basic arithmetic problems (addition, subtraction, multiplication, division) without the aid of the calculator. Compose and understand spreadsheets with formulae to analyze statistical data and library budgets.
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.

9. Ability to establish systematic methods of measuring and accomplishing goals.
10. Ability to effectively evaluate or make independent decisions based upon policies, experience, knowledge, training, or data.
11. 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.
12. Ability to set priorities in order to meet assignment deadlines.
13. Ability to work effectively in a constantly changing 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 a normal office setting with moderate noise levels. Position may require daytime, evening, and weekend hours.

Equipment Used
Computers, Microsoft Office software, online databases, library automation system, audiovisual equipment, book truck, camera, mp3 players, iPads, copy machine, scanner, fax machine, telephone, stepstool.

Education and Experience
1. Master of Library Science from an American Library Association accredited institution or other related experience.
2. Previous library experience is suggested.
3. Keyboarding and general office experience required.
4. Previous personnel management is suggested.
5. Customer service experience desired.

Library Board Approved June 4, 2014.
Revised June 8, 2017

Job Description: Adult Program Coordinator
Verona Public Library

Typical Responsibilities of Position

Reports directly to the Library Director. The Adult Program Coordinator is responsible for planning, implementation, and coordination of programs geared toward adults, including library-wide events and exhibits. and the organization or delegation of the marketing efforts for library activities. The Adult Program Coordinator is the head of the Library Marketing Team and supervises all staff working on adult programming and marketing duties including other Team Leads, but has no direct reports. He/she They are is part of the Library Management Team, and work as a member of other cross-functional teams, such as Referenceand work at the Reference desk in the weekend rotation. 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 Adult Programming, and Library Marketing Teams..
2. Supervises all adult program and marketing activities which includes setting and enforcing service expectations and scheduling staffing levels appropriate to run a library program or event effectively.
3. 2. Manages the Library Marketing Team which includes responsibility for overseeing effective Effectively oversees the planning and execution of programs, , events, and exhibits for adult audiences. and marketing. Develops efficient procedures, writes clear instructions, and trains and supervises library support staff within areas of responsibility.
4. 3. Manages adult programming and adult grant fund budgets and is responsible for expending funds in the spirit and timeframe of the budget or grant in which they were collected.
5. 4. Regularly communicates with the Library Director to discuss plans, share information, and receive direction.
6. 5. Participates in library committees and meetings to lend the adult program and marketing perspective to library plans and projects.
7. 6. Contributes input to Management Team meetings. Identifies potential areas of organizational improvement and suggests solutions.
8. 7. Follows and communicates library policies and procedures to library staff.
9. 8. Provides reader's advisory, reference, research, and other patrons assistance services at the Reference desk during weekend shifts or during staffing shortages.
10. 9. Improves existing and develops new, effective customer service approaches in a team environment, including performing proactive customer service with library staff-initiated patron interactions.
11. 10. Writes grant and award applications to fund and/or acquire library programs, events, and exhibits, and marketing opportunities.
12. 11. Leads or assists fundraising activities.
13. 12. Writes reports, recommendations, and proposals for the Library Director or other staff as needed.
14. 13. Compiles and analyzes data and statistical information for area of responsibility and reports it to the Library Director. Presents initiatives to improve these measures.
15. 14. Serves on professional and library system committees as assigned by the Library Director.
16. 15. Attends library conferences to network and find program, event, and marketing exhibit ideas and opportunities.
17. 16. Assists in library technology planning, implementation, and management.
18. 17. Networks and confers with community groups and organizations in an advisory capacity leading to program, event, and marketing exhibit ideas and opportunities.
19. 18. Performs other duties as assigned.

Technical Abilities and Competencies

1. Ability to use personnel management techniques effectively including coaching, constructive conflict, reinforcement, and acknowledgment.
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. 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. Ability to effectively present information and respond to questions from patrons and staff.
8. Ability to maintain confidentiality of library patron information.
9. Ability to follow detailed instructions.
10. Ability to maintain a regular work schedule.
11. Ability to gather statistics, analyze information, and write professional reports.
12. Ability to operate library specific and typical office machines and equipment properly.
13. 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 networking, and general computer troubleshooting.
14. Ability to conduct reference and reader's advisory interviews.
15. Ability to work independently, organize and prioritize work, pay attention to details, respond to varied/changing work demands, and make decisions as required.
16. Possess outstanding interpersonal skills and the ability to maintain and foster cooperative and courteous working relationships with the public, peers and supervisors and subordinates.
17. Ability to manage numerous simultaneous projects and give effective direction to subordinates, peers, and superiors, to achieve deadlines.
18. Ability to work in teams and take direction from peers and superiors, and consider, assimilate, and utilize input from others.
19. Possess advanced knowledge of library principles, procedures, technologies, goals, and philosophy of services.
20. Keyboarding and filing ability.
21. Ability to drive a car and hold a valid driver's license in order to get to occasional meetings outside the library.
22. Willingness to maintain skills in above-mentioned areas through active participation in appropriate continuing education activities and opportunities.
23. Professional use of English grammar and spelling.
24. Spanish language knowledge is a plus.

Physical Demands of the Position

1. Bending/twisting and reaching.
2. Keyboarding, writing, filing, sorting, shelving, and processing.
3. Processing, picking up, and shelving books.
4. Lifting and carrying 50 pounds or less.
5. Pushing and pulling objects weighing 300-400 pounds on wheels.
6. 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. Near vision needed to read faded type, font size 12 or smaller on item labels, and regular reading off computer monitors.
9. Far vision needed to observe patrons in need of assistance from a distance of 20 feet or further.
10. Talking and hearing needed to use the telephone.
11. Occasional travel to meetings outside the library.

Mental Requirements

1. Ability to apply technical knowledge.
2. Ability to comprehend and follow verbal and written instructions from supervisors.
3.

~~4.~~ .
~~5.~~3. Ability to interpret technical regulations, procedures, and instructions.
~~6.~~4. Ability to identify problems and opportunities,~~;~~ review possible alternative courses of action before selecting one, and ~~;~~ utilize information resources available when making decisions.
~~7.~~5. Ability to effectively communicate ideas and information both in written and verbal form.
~~8.~~6. Ability to calculate basic arithmetic problems (addition, subtraction, multiplication, division) without the aid of the calculator.~~-~~ Compose and understand spreadsheets with formulae to analyze statistical data and library budgets.
~~9.~~7. Ability to effectively read and understand English language information contained in emails, memoranda, reports, bulletins, etc.
~~10.~~8. Ability to develop long-range plans to solve complex problems or take advantage of opportunities.
~~11.~~9. Ability to establish systematic methods of measuring and accomplishing goals.
~~12.~~10. Ability to effectively evaluate or make independent decisions based upon policies, experience, knowledge, training, or data.
~~13.~~11. 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.
~~14.~~12. Ability to set priorities in order to meet assignment deadlines.
~~15.~~13. Ability to work effectively in a constantly changing environment.

~~**Environmental/Working Conditions**~~
~~1. Daytime, evening, and weekend hours.~~
~~2. Inside work 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 a normal office setting with moderate noise levels. Position may require daytime, evening, and weekend hours.

Equipment Used
Computers, Microsoft Office software, ~~online software,~~ online databases, library automation system, 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 or other related experience.
2. Previous library experience is suggested.
3. Keyboarding and general office experience required.
4. Previous personnel management is suggested.
5. Customer service experience desired.

Library Board Approved June 4, 2014.
Revised June 8, 2017

Child Safety Policy
Verona Public Library

I. Introduction

The Verona Public Library welcomes children to use its facilities and services. Parents, guardians, or caregivers are responsible for the behavior and welfare of children using the library. The public library does not serve *in loco parentis* (in place of a parent). Though staff will respond with care and concern, they cannot assume responsibility for children's safety and comfort when they are unattended.

II. Requirements and Responsibilities

A. All children must follow the library Behavior Policy. Responsibility for the welfare and behavior of children using the library rests with the parent, guardian, or responsible caregiver.

B. The library recommends that children using the library independently have the telephone number of a parent, guardian, or caregiver and have a library card account with up to date contact information.

C. Children age 8 or younger must have a parent, guardian, or caregiver accompanying them unless the child is participating in a library program designed for independent participation. Parents, guardians, or caregivers who do not attend the program with the child must remain in the building.

D. Children age 9 and older who are able to maintain proper library behavior may use the library unattended; otherwise, a parent, guardian or responsible caregiver, should adequately supervise them.

E. Children behaving inappropriately will be informed of the rules. Parents, guardians, or caregivers accompanying the child will be informed of the rules as well. If inappropriate behavior continues, staff members may ask the child to leave the library.

F. A caregiver must be at least 12 years of age.

G. The library's definition of supervision is within sight or sound of a child.

III. Library Staff Intervention

A. Library staff may, as needed:
   1. Use reasonable judgment when estimating the age of a child or work with a child to determine their age.
   2. Inform children behaving inappropriately of the library rules.
   3. Notify parents, guardians, or responsible caregivers whose children need additional supervision.

4. Contact the Police to assist with violations of the Behavior Policy or to ensure the safety of unattended children.

B. Library staff will not transport any child from the library to another location.

IV. Library Closing

Parents or guardians are responsible for picking up their children from the library at the time of closing. If a child under the age of 16 has not been picked up 15 minutes after the library closes, staff will contact the Police Department to wait with the child until they are picked up. Two staff members will wait until an officer or the child's ride arrives, whichever occurs first. Staff will be paid for this time. Library staff will document the incident. The library director may contact the parent or guardian and inform them of the policy.

This policy replaces any previous policy regarding Child Safety.

Library Board Approved on October 1, 2008.
Reviewed July 13, 2011.
Revised and approved September 5, 2012.
Revised and approved August 7, 2013.
Revised and approved October 5, 2016
Draft revision February 24, 2020

Child Safety Policy
Verona Public Library

~~I Purpose of Policy~~
~~II Requirements and Responsibilities~~
~~III Library Staff Intervention~~
~~IV Library Closing~~

I. ~~Purpose of Policy~~ Introduction

~~(A)~~ The Verona Public Library welcomes children to use its facilities and services. Parents, ~~/~~guardians, or caregivers are responsible for the behavior and welfare of children using the library. ~~The Verona Public Library shall not be responsible or liable in any way for any consequences of parents/guardians or caregivers forfeiting their responsibilities.~~ The public library does not serve *in loco parentis* (in place of a parent). Though staff will respond with care and concern, they cannot assume responsibility for children's safety and comfort when they are unattended.

~~(B) A caregiver must be at least 12 years of age.~~

~~(C) The library's definition of supervision is within sight or sound of a child.~~

II. Requirements and Responsibilities

A. ~~(A)~~ All children must follow the library Behavior Policy. Responsibility for the welfare and behavior of children using the library rests with the parent, guardian, or responsible caregiver.

B. ~~(B)~~ The library recommends that children using the library independently have the telephone number of a parent, guardian, or caregiver ~~of someone who can assist them in an emergency~~ and have a library card account with up to date contact information.

C. ~~(C)~~ Children age 8 or younger must have a parent, guardian, or caregiver accompanying them unless the child is participating in a library program designed for independent participation. ~~However, p~~Parents, guardians, or caregivers who do not attend the program with the child ~~should~~ must remain in the building.

D. ~~(D)~~ Children age~~s~~ 9 and older who are able to maintain proper library behavior may use the library unattended; otherwise, a parent, guardian or responsible caregiver, should adequately supervise them.

E. ~~(E)~~ Children behaving inappropriately will be informed of the rules. Parents, guardians, or caregivers accompanying the child~~(ren)~~ will be informed of the rules as well. If inappropriate behavior continues, staff members may ask the child ~~shall be asked~~ to leave the library.

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