

AGENDA

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

Wednesday, August 5, 2020, 6:30 p.m.
Library Community Room

Due to the COVID-19 pandemic, the Library Board of Trustees will hold its meeting in person and as a virtual meeting. The Library Board of Trustees will meet at the Verona Public Library, 500 Silent Street but some members of the Library Board of Trustees and Staff will join the meeting by using Zoom Webinar, as described immediately below.

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

Join the meeting via computer, tablet, or smart phone:

<https://zoom.us/j/95868971554>

Webinar ID: 958-6897-1554

Join the meeting via phone by dialing:

+1 (646) 558-8656

Webinar ID: 958-6897-1554

The online meeting agenda and all support materials can be found at www.veronapubliclibrary.org or www.ci.verona.wi.us. In addition to the public, some Library Board of Trustee members and Staff will also be participating remotely. Anyone with questions prior to the meeting may contact the Library at (608) 845-7180 or sburkart@ci.verona.wi.us.

Call to order

- Approval of the Regular Meeting Minutes of 7/1/20
- Review and approval of July 2020 invoices
- City Council Liaison's report
- Library Director's report
- Old Business
 1. Discussion and possible action regarding phased library re-opening plan due to COVID-19.
 2. Discussion and possible action regarding annual library director evaluation. *The Library Board will convene in closed session to conduct the Library Director's performance evaluation made possible under Wisconsin State Statute 19.85(1)(c). The Library Board will reconvene in open session in the same location.*
- New Business
 1. Discussion and possible action regarding the 2021 library operating budget
 2. Discussion and possible action regarding the Ripple Project Memorandum of Mutual Accountability for Dane County libraries

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

Wednesday, July 1, 2020, 6:30 p.m.
Library Community Room

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

Call to order:

Kurth called the meeting to order at 6:37p.m.

Approval of Minutes:

A motion was made by Conwell, seconded by Huemmer to approve the Regular Meeting Minutes of 6/03/2020. Motion carried.

Review and Approval of Invoices:

A motion was made by Cronin, seconded by Sohail to approve the June 2020 invoices. Motion carried.

Public Comments:

None

City Council Liaison Report:

Cronin reported that City Hall and Public Works will remain closed because of the Dane County moving back into the phase. There may also be some changes in Fireman park and splash pad operations. She also informed the board about the acceptance of Steve Brown Apartments proposal for the redevelopment of the Sugar Creek and New Century School sites. She further added that many opportunities for the community input will come regarding this development project in the future.

Library Director's Report:

Burkart reported that Verona Public Library remains the busiest library for the second month in a row in SCLS. She also updated the board that there are 30 visitors per hour during the 4th week after the reopening of the library. The books and other checked out material are being quarantined separately for 72 hours upon return. She also reported that the summer reading program is also going great.

Old Business:

- 1. Discussion and possible action regarding phased library re-opening plan due to COVID-19:** The board discussed the possibilities and scenarios for phased re-opening for the library. The board will revisit the Phase 3 re-opening plan for the library once Dane County will release the orders for Phase 3. The board further discussed the logistics of moving the personal archiving lab to a study room, exam proctoring in study room and newspaper usage in the library during phase 2.

2. Discussion and possible action regarding annual library director evaluation:

The Library Board convened in closed session at 7:42pm to conduct the Library Director's performance evaluation made possible under Wisconsin State Statute 19.85(1)(c). Kurth called the meeting to convene in closed session by reading the following, "*At this time, the Verona Public Library Board intends to go into a closed session for the purpose of the Library Director's performance evaluation. Wisconsin State Statute 19.85(1)(c) allows for a closed meeting on this matter. After the closed session, the Verona Public Library Board will reconvene in the same location. At this time, a motion is needed and a roll call vote must be taken to meet in closed session.*" At 7:42pm, a motion was made by Kurth, seconded by Cronin, to convene in closed session. A roll call vote was taken from the board members: Sohail, Cronin, Conwell, Kurth, Huemmer, Ryan. Motion carried.

At 7:55pm, a motion was made by Cronin, seconded by Conwell, to reconvene in open session. Motion carried. A roll call vote was taken from the board members: Sohail, Cronin, Conwell, Kurth, Huemmer, Ryan. Motion carried.

New Business:

- 1. Preliminary discussion of the 2021 library operating budget:** Based on the initial budget numbers received from Dane County, there is a possible increase of \$168,000 in the operating budget. The board discussed the following items to be added to the operating budget: possible increase in online resources (Creative Bugs and OverDrive), outdoor furniture and seating, yard signs for summer reading program for Super Readers, new seating in the children area (about \$10,000), community room projector screen (about \$10,000) and roller shade replacement, technical service library assistant pay increase, increase in newspaper budget, Green Team initiative ideas, installation for nursing pods (Mama Pods), increase in the books budget and adding some cultural awareness and racial diversity programs.

Adjournment: Meeting adjourned at 8:01 p.m.

VERONA PUBLIC LIBRARY
DIRECTOR'S REPORT
July 2020

I. Collection Development

Number of items added and deleted in June 2020 (Items Deleted report temporarily delayed).

Item Type	Added	Deleted
Books	810	
Audio	30	
Software	7	
Video/DVD	55	
Other (kits, etc.)	4	
Magazines	110	
TOTAL	1016	259
YTD	5560	3096

II. Circulation

With many area libraries only open for curbside pick-up, we again had the highest circulation of library materials in SCLS in June. Ronda reports "Library Assistants have been doing an absolutely awesome job during this time of uncertainty and turmoil. They have been working really hard to make sure that patrons are getting the materials they want. They have also been great about fielding complaints from patrons who are not happy with the state of the world right now."

June Statistics

Self-check-outs	5,845
Total check-outs	18,507
Self-check-outs vs. desk	35.89%
June 2019 vs. June 2020	-72.27%
Check-ins	18,076
Library cards added	33
Holds placed	13,616

Curbside pick-up:

Curbside hours and demand for appointments has remained steady in July. The library is offering appointments between 10:00 – 12:00 pm and 4:00 – 6:00 pm daily.

Dates	Frequency of appointments	Average appointments per day
April 27- May 18	every 10 min	55
May 19 – June 13	every 5 min	78
June 15 – July 26 Express Library	every 5 min	31

III. Reference

Emma met with our RB Digital sales rep to discuss changes now that RB Digital has been acquired by OverDrive. We expect to have more information about what this means for continuing our access to digital magazines in the coming months.

Statistics:

Reference: 1172 transactions
Children's Reference: 850
Proctoring: n/a
Outer Library Loans: 16
One-on-One Instruction: 28
Personal Archiving Lab Sessions: n/a

Social Media Engagement:

Facebook: 3,564 followers, 122 posts/events
Twitter: 1,733 followers, 56 tweets
Instagram: 1,194 followers, 16 posts
Events Email Newsletter: 11,985 recipients

Librarian's Choice Request Form

Librarian's Choice is our online request form which enables patrons to request books based on their interests without having specific titles in mind. Patrons can pick up books via curbside delivery or inside the library. We continue to receive great feedback about Librarian's Choice and it typically keeps staff very busy. Recently these comments were made on a Facebook post about express desk services:

"We have loved every book that was chosen for us using the librarian's choice form. The most wonderful service!"

"We LOVE the librarian's choice request form!"

"Yes! We did this yesterday and it was SO easy + helpful. Thank you Verona Public Library."

Requests filled this month: 409

IV. Personnel and Staff Development

Library Page Sarah DeFilippi resigned effective July 23.

Ronda posted the open Library Assistant position internally until July 31.

Trudy attended the PLA webinar, Transition Planned In-Person Adult Programs to a Virtual Environment.

V. Equipment and Physical Facilities

Nothing to report

VI. Administration and Internal Operations

Stacey and the library managers have been focused on offering virtual programming, curbside delivery service, Express Library Service, and planning for the 2021 budget this month.

Beginning on July 13, Dane County issued an order requiring face masks to be worn indoors. The library had already been providing free disposable and donated cloth masks to the public since opening for Express Library Service mid-June. Most patrons are complying with the orders and wearing masks in the building.

There is a research study (<https://www.webjunction.org/explore-topics/COVID-19-research-project.html>) going on currently to study how long COVID-19 lasts on common library materials. Initial results in June suggested that the virus was undetectable on plastic library book covers after 72 hours. A more recent finding was that the virus could last up to 96 hours on some types of glossy paper like magazines and board books. Based on the latest information and the recommendation of DPI, we are now quarantining returned library materials for 96 hours before checking them in. The materials quarantine has created some confusion with library patrons who still see they have items checked out on their account up to a week after they have returned them. Staff is working on a FaceBook video and other messaging to get the word out to the public that there is a delay in their library items being checked in.

Along with several other libraries in Dane County, we were able to take part in group pricing (\$499/yr) for curbside appointment scheduling software from a company called Capira. We are currently only making curbside pick-up appointments by phone and looking forward to offering an online self-scheduling option to the public soon.

VII. Marketing and Public Relations

Tonja created 15 event slides & updated the Books 'N Booze webpage.

Luke created 75 graphics for events and resources.

VIII. System and Interagency Cooperation

Emma attended mobile app demos for Capira, Solus, and Communico as part of the Mobile App Work Group. The Mobile App Work Group had its final meeting on July 17. Emma attended and approved recommending Solus to the ILS committee.

Emma attended the Discovery Layer User Group meeting on July 15.

South Central Library System is submitting a CARES grant that may enable the library to get funding for an external wifi access point that would give wifi coverage to the library parking lot. Grant notification is expected in late August.

IX. Fundraising

The library received \$1050 in donations from library patrons this month.

The library was invited to participate in the Pop Up Drive Through at the Wisconsin Brewing Company on Monday, August 10 from 3:30 – 6:30 p.m. Library staff will hand out menus and will be able to collect donations for the endowment fund.

X. Events, Programs and Exhibits

Kid's Events and Programs:

Virtual Story Times

Summer story times began on June 15 and will end on August 7 (8 weeks). Each story time will remain available for viewing for a week.

Everybody Story Time (Mary) – Tuesdays at 9:30 am

Toddler Story Time (Julie) – Wednesdays at 9:30 am

Preschool Story Time (Leah) – Thursdays at 9:30 am

Sensory Story Time (Marissa) – Fridays at 9:30 am

Baby Story Time (Christi) – Fridays at 10:30 am

StoryWalk

We will feature two more titles on the StoryWalk through the summer.

July 14 – August 10: “Summer Song” by Kevin Henkes

August 11 – September 7: “After the Fall” by Dan Santat

One patron commented, “We just want to thank you for the book walk. Whoever is choosing the books, we love them! (And the books, too.) We appreciate the fun activity—it’s a bright spot for us.”

Tween D&D

Kids ages 8 – 11 play Dungeons & Dragons online with Dusty and library staff.

June 23; attendees: 3

June 29; attendees: 5

July 7; attendees: 3

July 13; attendees: 4

July 21; attendees: 4

Fairy Tale STEAM

Participants picked up the supplies for this program in advance then followed along with Mary as she directed the craft, plus read a book. We have had requests to continue with virtual STEAM in the fall.

June 30; 333 views, 28 1-minute views, 980 reach

July 14; 50 views, 16 1-minute views, 769 reach, 9 peak live views

Tween Craft

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

July 1 (Clay dragons); attendees: 43

July 15 (DIY chalk); attendees: 43

Read It and Eat Book Club

This monthly book group for ages 8-11 requires registration. Participants join through zoom, discussing the book and enjoying the snacks and activities provided in advance. Amy led the discussion of the graphic novel “Mighty Jack” by Ben Hatke; participants did activities and enjoyed jelly beans and veggie straws.

July 16, attendees: 7

Open Art

Christi prepares themed craft bags for ages 2 – 11, which can be picked up through curbside service or at the library. Participants then follow along with the craft, and hear a related story.

June 22 (Paper plate frog); 288 views, 24 1-minute views, 950 reach, 11 peak live views

July 6 (Under the sea); 208 views, 29 1-minute views, 647 reach, 9 peak live views

July 20 (Royalty in a paper bag); 167 views, 10 1-minute views, 630 reach, 5 peak live views

Minecraft Club

Dusty has set up a Minecraft server to provide a virtual Minecraft Club for ages 6 - 11. One is a Java version for PC and Mac, and the other is a Bedrock version for tablets and phones.

Java	Bedrock
June 24; attendees: 3	June 24; attendees: 10
July 8; attendees: 3	July 8; attendees: 11
July 22; attendees: 3	July 22; attendees: 314

Choose your Own Adventure

Mary reads a choose-your-own-adventure story and participants choose the path via the viewers' comments on Facebook Live.

June 23; 262 views, 13 1-minute views, 706 reach

July 7; 231 views, 15 1-minute views, 770 reach, 10 peak live views

July 21; 211 views, 12 1-minute views, 624 reach, 9 peak live views

Chef Verona

Mary leads participants of all ages in a simple at-home recipe.

June 25 (Bread in a bag); 521 views, 39 1-minute views, 1036 reach, 17 peak live views

July 9 (Ice cream in a bag); 567 views, 46 1-minute views, 1249 reach, 21 peak live views

Pajama Story Time

Amy pre-records a story time, housed on YouTube, to be shared in the evening every other week.

June 25; 28 30-second views,

July 9; 20 30-second views, 579 reach

July 23; 32 30-second views, 333 reach

Tween Escape Room

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

June 26; attendees: 5

July 10; attendees: 5

Performers:

Dinosaurs and Dragons with Colossal Fossils

Thursday, July 16

Dave presented this program live on Facebook from his home. He shared many fossils, and was an engaging presenter.

290 views, 678 reach, 25 peak live views

Hampstead Stage presents "Alice in Wonderland"

Thursday, July 24

This performance was booked in the winter to be a live performance, and instead the theater provided a recorded version available for one day. It would have been more compelling as a live performance.

17 views

Summer Reading Program

Registrations as of July 24:

Adult: 358

Teen: 134

School-age/PreK: 813

Baby/Toddler: 118

Total: 1422

Active readers (those who have logged minutes): 1044

Upcoming Summer Kids' Events

StoryWalk

We will feature one more title on the StoryWalk through the summer, plus we plan to request permission from Dane County to add one more for the fall.

August 11 – September 7, *After the Fall* by Dan Santat

Choose Your Own Adventure Read Aloud

Tuesday, August 4, 1:00 – 1:30 p.m.

Mary will direct participants through a choose your own adventure story using the comments feature of Facebook Live for decision-making. All ages.

Fairy Tale STEAM

Tuesday, August 11, 1:00 – 1:30 p.m.

Participants pick up the supplies for this program in advance through curbside service or inside the express library, then follow along with Mary as she directs the craft, plus reads a book. Every other Tuesday afternoon.

Tween Crafts

Wednesday, August 12, 1:30 – 2:30 p.m.

Participants pick up the supplies for this program in advance through curbside service or inside the express library, then follow along with Mary and/or Leah as they direct the craft. Every other Wednesday afternoon.

Read It and Eat Book Club

Thursday, August 20, 2:00 – 3:00 p.m.

Where the Mountain Meets the Moon by Grace Lin. This monthly book group for ages 8-11 requires registration. Participants join through zoom, discussing the book and enjoying the snacks and activities provided in advance.

Tween D&D

August 4, 10 & 18, 1:30 – 3:00 p.m.

Dusty runs this virtual Dungeons & Dragons program for ages 8 -11.

Open Art

Monday, August 3 & 17, 1:00 – 1:30 p.m.

Participants pick up the supplies for this program in advance through curbside service or inside the express library, then follow along with Christi as she directs the craft.

Minecraft Club

Wednesday, August 5 & 19 at 1:00 and 2:00 p.m.

Dusty and Mary will run this program from a new Minecraft server that Dusty has set up. Java and Bedrock editions will be offered separately. Every other Wednesday afternoon.

Pajama Story Time

Thursday, August 6, 7:00 – 7:30 p.m.

Leonardo Music Show

Thursday, August 6, 1:30 pm (available through the end of summer for viewing)

This highly interactive performance has plenty of sing-a-longs and dance moves to inspire imagination, creativity and a love of reading in audiences of all ages and abilities.

Teen Events:

Teen D&D (2 groups)

Wednesdays, 3:30 – 5:00 pm

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

June 24; Attendees: 4

July 1; Attendees: 4

July 8; Attendees: 3

July 15; Attendees: 5

July 22; Attendees: 4

Teen Escape Rooms

Fridays, 2:00 – 2:45 pm

Teens worked as a team to open virtual locks by solving clues, increasing skills in language arts, geography, map reading, density, etc.

June 26; Attendees: 3

July 10; Attendees: 5

Teen Craft

Wednesdays, 1:30 – 2:30 pm

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

July 1; Teen Attendees: 15 (Clay Dragons)

July 15; Teen Attendees: 5 (DIY Chalk Paint)

Teen Jackbox Gaming

Thursday, July 16, 3:30 – 5:00 pm

Teens played virtual group games together involving trivia and creative writing/drawing.

Attendees: 2

Teen Challenges

June 15 – August 9

A new challenge begins every week, but you have two weeks to enter each challenge. Submissions will be entered into a drawing at the end of each challenge, and the winner will choose a \$35 gift card from a few local business options!

#1: Salty Poetry – write a poem about pandemic life and what you’ve missed. Participants: 5

#2: Nature Art – make some kind of art out of natural objects. Participants: 4

#3: Game Shot – recreate a moment from one of your favorite video games, in real life. Participants: 0

#4: Book Cover Art – recreate your favorite book cover, or re-imagine what a book cover could have looked like. Participants: 2

Upcoming Teen Events:

Teen Challenges

June 15 – August 9

#5: Foley Sound Effects – make your own sound effects to a short royalty-free video.

#6: Recycled Cosplay – make cosplay out of random stuff from home, including recyclables.

#7: Photo Scavenger Hunt – upload images from a scavenger hunt.

Teen D&D (Sessions 1&2)

Wednesdays, June 17 – August 19, 3:30 – 5:00 pm

Teen Craft: Sun Print Paper and Invisible Ink

Wednesday, July 29, 1:30 – 2:30 pm

Teen Jackbox Gaming

Thursday, August 13, 3:30 – 5:00 pm

Teen Escape Rooms

Friday, August 14, 2:00 – 2:45 pm

Ages 12-17. Work as a team to solve puzzles and open locks!

Adult Classes & Events:

Virtual Adult Summer Reading Program

June 15 – August 31

New this year –an all-online Summer Reading Program! Register starting June 15 and start logging at home with our online reading log. Read and log your books and be automatically entered into a drawing for prizes including \$50 gift cards at area businesses. Drawings will be held on September 1. We will notify winners by email or phone. Win a gift certificate from: AJ's Pizza and Diner, Culver's, El Charo, Icki Sticki, Jordandal Cookhouse, North and South Seafood and Smokehouse, Pizza Ranch, Sow's Ear, Sugar River Pizza, Tuvalu Coffeehouse.

Registration to date: 356

Books 'N Booze

Books 'N Booze is a book club for people who are interested in having a blast while discussing fun books and meeting new people.

Thursday, June 25, 6:00-7:00 pm

Virtual discussion of *Exit West* by Mohsin Hamid

Attendees: 12

Thursday, July 23, 6:00-7:00 pm

Virtual discussion of *Less* by Andrew Sean Greer

Attendees: 7

Distance Learning English Classes for Adults

Participants learn English communication skills with personalized phone calls and work from their textbook and/or join group class via Zoom. All students will receive videos and listening practice via text to supplement their instruction. Presented in partnership with the Literacy Network.

Monday, June 22, 6:00 - 8:00 pm, attendance: 9

Monday, June 29, 6:00 - 8:00 pm, attendance: 10
Monday, July 6, 6:00 - 8:00 pm, attendance: 8
Monday, July 13, 6:00 – 8:00 pm, attendance: 10
Monday, July 20, 6:00 – 8:00 pm, attendance: 10

Green Burial - Virtual

Thursday, July 16, 6:30-7:30 pm

Shedd Farley, Director of the Linda and Gene Farley Center for Peace, Justice, and Sustainability, explained the philosophy and practice behind natural burial, as well as the history of the center. Attendees asked a lot of questions.

Attendance: 27

Easy Vegetable Fermentation at Home – Virtual

Tuesday, July 21, 6:30-7:30 pm

Registered Dietician Laura Poe Mathes demonstrated easy techniques for fermenting vegetables at home by making sauerkraut, kimchi, and lacto-fermented pickled vegetables.

Attendance: 13

Upcoming Adult Classes and Events:

Grilling Basics – Virtual

Wednesday, August 5

Grilling outdoors is a long-standing staple when it comes to Midwestern summer activities. It is a popular method for preparing steak, but it's also the one that tends to worry a lot of beginner cooks. Sarah Agena, Consulting Dietician of the Wisconsin Beef Council, will give you steps to make grilling easy and—most importantly—very satisfying. This program will be held online through a pre-recorded video.

Monday Market Meals Fundraiser

Monday, August 10, 3:30 – 6:30 pm

A fun drive-through experience supporting local restaurants and businesses! Join us at the Wisconsin Brewing Company, receive a menu, circle the items of interest and we will gather everything from the vendors to be placed in your vehicle. No pre-orders necessary. Donations can be made to Verona Public Library Endowment as well. Come grab some of your favorite items from your favorite places.

News, Fake News, and Spin - Virtual

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

Research shows that most people have a hard time recognizing disinformation when they see it on their phones, tablets, or computers. Michael Edmonds, author, will discuss the tech giants, Big Data, and how they try to sway our opinions and change our behavior. He will explain how bias, propaganda, fake news, and disinformation work. And he will show you how to fact-check stories and find trustworthy sources—skills that are more important than ever in this election year. This program will be presented via Zoom.

Books 'n Booze

Books 'N Booze is a book club for people who are interested in having a blast while discussing fun books and meeting new people. We meet every fourth Thursday of the month at 6:00 pm via Zoom.

Upcoming virtual discussions:

August 27, *The Sellout* by Paul Beatty

September 24, *American Wolf* by Nate Blakeslee

Exhibits:

***Wolves and Wild Lands in the 21st Century* Traveling Exhibition**

September 2 – October 28, 2020

Wolves and Wild Lands in the 21st Century is a timely exhibition about wolves and their closely related cousins, the red wolf and coyote. The story of wolves in North America takes us to many places, from the Arctic to the southwestern United States. And for every region where wolves thrive--struggle to survive--cultural and economic pressures continue to shape their existence. This exhibition provides a compelling, continental perspective on wolves today. Brought to you by the Verona Public Library Endowment Fund.

Wolf 101 – Virtual

Thursday, September 17, 6:30-7:30 pm.

The International Wolf Center staff will cover the basics of gray wolf biology and behavior: including where wolves live, what they eat, and how they have adapted to different environments. This interactive program is a great introduction to the world of gray wolves. This program will be presented via Zoom and limited to 100 attendees.

Wolf Ecology – Virtual

Wednesday, September 23, 6:30-7:30 pm

Using the gray wolf as an example, International Wolf Center staff will introduce you to basic concepts in ecology and the various interactions that these apex predators have with other animals. Gray wolves are just one animal in their ecosystem, but they can have a large impact on other creatures around them. This program will be presented via Zoom and limited to 100 attendees.

American Wolf: A True Story of Survival and Obsession in the West: Book Discussion – Virtual

Thursday, September 24, 6:30-7:30 pm

American Wolf by Jason Blakeslee, is a story of the reintroduction of wolves into Yellowstone National Park and its aftermath. The book focuses on matriarch O-Six, who raises three generations of wolves in Yellowstone. Copies are available at the service desk. This program will be presented via Zoom.

Wolf Pup 101 – Virtual

Wednesday, September 30, 6:30-7:30 pm

Ever wondered what it's like to grow up as a wolf? Step into the shoes of our wolf care International Wolf Center staff and follow our ambassador wolves through their first year of life. You will learn the stages of pup development and what it takes to raise wolves at the International Wolf Center. This program will be presented via Zoom and limited to 100 attendees.

Arctic Wolves – Virtual

Thursday, October 8, 6:30-7:30 pm

The arctic is one of the harshest places on earth, but it still supports a complex ecosystem that includes an arctic subspecies of the gray wolf. Join the International Wolf Center staff and learn more about their very own arctic ambassadors, Axel and Grayson, and the ways they would interact with their prey and other animals. This program will be presented via Zoom and limited to 100 attendees.

Wolf Research – Virtual

Thursday, October 15, 6:30-7:30 pm

Discover how wolf researchers have learned to track wolves. The International Wolf Center staff will look at the history and methods behind tracking wolves. We will explore the reasons why wolves are tracked, what radio telemetry is, and what information is gathered once they are found. What do you think we can learn from them? This program will be presented via Zoom and limited to 100 attendees.

Wolves in Wildlands – Virtual

Thursday, October 22, 6:30-7:30 pm

Gray wolves are an incredibly widespread species and can be found in many of Earth's ecosystems, from the desert to the arctic. In this program, the International Wolf Center staff will introduce you to different subspecies of the gray wolf from around the world and delve into the ways they have adapted to their environment. This program will be presented via Zoom and limited to 100 attendees.

Outreach Events

Marissa presented a virtual book group to Four Winds residents on June 23.

Attendance: 4

Marissa presented two virtual story times on June 20 to childcare centers Once Upon a Time and Hometown Preschool.

Attendance: 11, 7

Verona Public Library phased opening following the Forward Dane plan - DRAFT

Phase 1

- The library is closed to the public
- Continue to offer curbside pick-up of library materials by appointment
- Library programs and Summer Reading Program offered virtually

Phase 2 (Library entered this phase on June 15)

- The library is partially open to the public
- Capacity is 25 people in the building at one time, excluding staff in staff work areas.
- Self pick-up holds and self-check kiosks are available
- Closed stacks, a small browsing collection of new books & materials is available
- Computers, laptops, printer, fax machine, copier, and wifi are available
- Limited seating
- No study room or meeting room use
- Continue curbside pick-up of library materials by appointment
- Library programs and Summer Reading Program offered virtually

Expanded Phase 2

- Newspapers are available by request at the service desk
- Exam proctoring is available by appointment
- Personal Archiving Lab is available by appointment

Phase 3

- The library is open to the public
- Capacity is 40 people in the building at one time, excluding staff in staff work areas.
- Self pick-up holds and self-check kiosks are available
- Closed stacks, a small browsing collection of new books & materials is available
- Computers, laptops, printer, fax machine, copier, and wifi are available
- Limited seating
- Continue curbside pick-up of library materials by appointment
- Library programs and Summer Reading Program offered virtually
- Newspapers are available by request
- Exam proctoring is available by appointment
- Personal Archiving Lab is available by appointment
- No meeting room use, except for exam proctoring or Personal Archiving Lab use

Expanded Phase 3

- The Adult, Teen, and AV sections of the library are open to the public for browsing.
- The children's stacks remains closed initially, but browsing is available by appointment.
- Capacity is increased in relationship to the amount of square footage open to the public.
- Some study rooms are available if not in use by library staff or for furniture storage.

Phase 4

Return to normal operations and in-person programming.

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 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 Spanish-speaking families.

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 seven years.
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.

DRAFT 2020 Goals - Stacey Burkart

Goals and Objectives for the Verona Public Library in the 2020 Budget

- Increase service to the community by adding Sunday afternoon hours during the summer.
- Increase service to non-native English speakers by offering ESL classes.

Administration:

1. Continue policy reviews & revisions. Complete a review of the Inclement Weather and Collection Development policies by the end of 2020. Review newly created Epidemic and Library Health Policy by September 2020.
2. Continue to develop safety protocols, procedures, and staffing models in response to changing public health conditions during the COVID-19 pandemic.
3. Assess what changes the pandemic will have on library strategic planning by early 2021 and solicit feedback on library services from the public via survey.

Collection Maintenance:

1. Evaluate the OverDrive Advantage account in terms of decreased wait times for Verona Library patrons for e-books and e-audiobooks and make recommendation for funding levels for the 2021 budget.

Library Service:

1. Create an efficient system of curbside delivery during the pandemic.
2. Create and maintain a system of online programs and events as long as in-person programs are not advised by public health officials.
3. Review library services and continue to offer as many regular library services to the public as possible with staff and patron safety a top priority during the pandemic.
4. Increase offering of program offerings that focus on anti-racism, diversity, equity, and inclusion in 2020 and 2021.
5. Identify possible exhibits on the topic of racial diversity for the 2021 endowment disbursement.
6. Increase offerings of ESL classes by the end of 2020.
7. Apply to present at state or national library conference.

8. Fundraise \$15,000 for the library Endowment Fund by the end of 2020.
9. Continue to write quarterly columns for the Verona Press that focus on literacy or library related topics.

Facilities Management:

1. Work with South Central Library System to add an exterior wifi access point to the library in 2020 or 2021.
2. Complete reupholstery of 10 chairs in the adult areas of the library by June 2020.

2021 Operating Budget Ideas

1. Reclassify one existing Library Assistant I position to Library Assistant II, Technical Services.

This position has evolved over time from being primarily focused on customer service and circulation duties to primarily assisting with cataloging books and magazines. This position now only provides customer service during periodic weekend shifts. This position requires all the knowledge and training of a regular Library Assistant as well as the specific knowledge and training needed to catalog books and magazines.

Estimated cost: \$1620

2. Increase one Library Page II from 520 hours per year to 832 hours per year (from 10 to 16 hours week).

Increasing the number of hours per week for this position will help the library get new books out to the public more quickly. In addition to shelving library books, Library Page II employees are responsible for covering new books in protective plastic covers and attaching spine labels and stickers. As the library continues to increase the number of books we purchase annually, the need for more staff time to get those books ready for circulation also increases.

Estimated cost: \$3900

3. Increase funds for online resources and ebooks

During the pandemic, the already high demand for ebooks through OverDrive increased significantly. The library also recommends adding the online crafting resource CreativeBug, which costs \$1000 annually.

Estimated cost \$5000 - \$25,000

4. Create new seating area in children's area for older children

The northwest corner of the children's area is an ideal spot to add additional seating that would appeal to older children. The location is near the fiction, series, and graphic novel collections and farther away from the preschool play areas of the room. Adding seating in this corner would create a space for older children to sit and read or do homework.

Estimated cost: \$7500

5. Outdoor furniture/seating

Adding 3 to 4 commercial grade picnic tables would allow the public better make use of the library grounds and expanded outdoor wifi.

Estimated cost: \$3000

6. Increase program budget

An increase in the program budget would support a new initiative to encourage Summer Reading participation by purchasing & distributing yard signs to finishers of the program. Other libraries saw a +10% increase in program completion rates when they began a yard signs initiative. Additional funds would be used for anti-racism, diversity, equity, and

inclusion programming for the public or to bring in authors and speakers of color.

Estimated cost: \$8000

7. Screen for presentations and films in Community Room

Currently, the large whiteboard in the Community Room doubles as a screen for presentations and films. Because it has a shiny surface, there is a significant glare when anything is projected onto it. Ideally, a retractable screen would be installed to enhance the use of the room for programs. Some electrical work may be required.

Estimated cost: \$12,000

8. Replace large roller shades in Community Room

There are some holes in the existing roller shades. If we were to replace them, the new shades could be ordered slightly wider to allow them to be mounted on the outside of the window frame to better block the light for presentations and film.

Estimated cost: \$5000

9. Lactation pod

Currently, the library does not have a space that meets legal requirements for breastfeeding space for staff nor do we have any space to offer the public for breastfeeding. We have identified an area on the northeast side of the children's room where a Mamava lactation pod would fit. The pods are freestanding and include lighting, seating, and ventilation.

Estimated cost: \$15,000

10. Increase book budget

The library would like to increase the children and adult book budgets by 7%. Anticipating that life will not return to normal by early 2021, we would like to increase the amount of books in the walk-in collections as well as increase purchasing overall to meet community demands. We have been very successful in circulating materials even in the extraordinary circumstances of 2020.

Estimated cost: \$8900

11. Increase audio book budget

Children's audio-enabled books have taken over as the picture book and CD format has become obsolete. These books are very popular and we would like to increase our collection to meet demand.

Estimated cost: \$4000

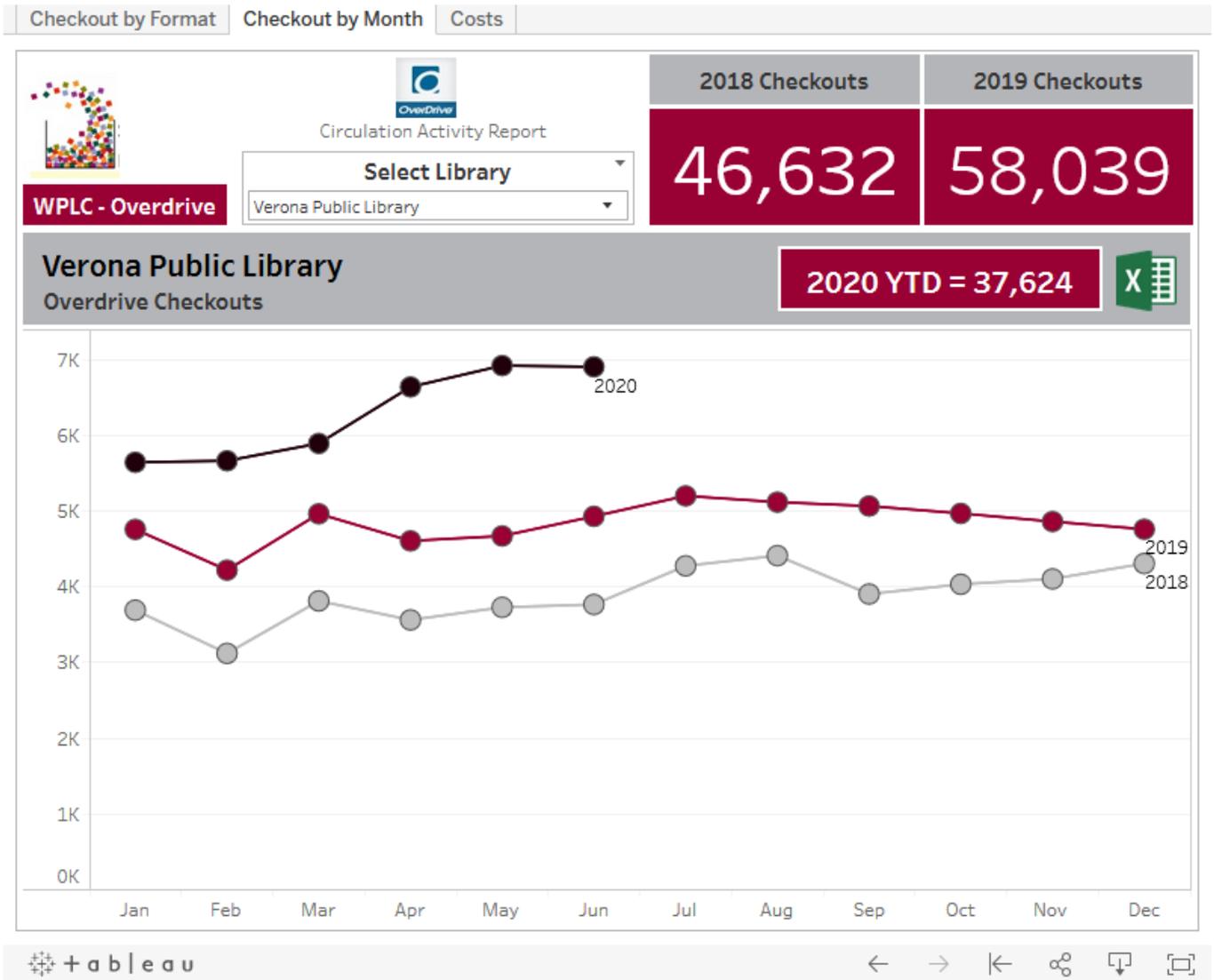
12. Green Team projects

Ideas are still being generated for 2021 Green Team projects, but an incentive-based "Be Green Challenge" using the Beanstack software that was used for the Summer Reading Program is one strong idea.

Estimated cost: \$2000

OverDrive

Tabs for Checkout by Month (updated Monthly), Checkout by Format (updated Yearly), and Costs (updated Yearly)



Memorandum of Mutual Accountability: Ripple Project

Dane County generates and maintains some of the starkest racial disparities in the nation across every indicator of well-being, as outlined in the [2013 Race to Equity Report](#). Libraries, due to their public service role and connection to local government, are uniquely situated to support more equitable, inclusive and just communities.

In collaboration with [Beyond the Page](#), Dane County libraries agree to participate in ongoing internal work to root out racism and white supremacy on both individual and institutional levels. This internal work will support the external work of diversifying Beyond the Page programming and engaging the public in meaningful conversations about race and justice, as well as creating more welcoming, inclusive and equitable libraries. This collaboration will launch under the name Ripple Project in fall of 2020.

Below is an outline of initial commitments, with the understanding that the pursuit of racial equity and social justice has no end date and our shared goal is to generate meaningful shifts in culture, policy and practice at every level of Dane County libraries. This will require ongoing assessment and correction moving forwards.

Phase 1: Assessing organizational culture (in partnership with [Cream City Conservation & Consulting](#))

- Equity Audit
 - To be completed by library leadership (fall 2020)
- D& I Organizational & Individual Assessment
 - To be completed by all staff (fall 2020)
- Inclusion Survey
 - To be completed by all staff (fall 2020)

Phase 2: Form [regional equity teams](#)

- 1-2 staff from each library committing 1-3 hours per week for a 2 year term
- **Northwest:** Black Earth, Cross Plains, Mazomanie, Middleton, Waunakee, Madison rep*, DCL rep*
- **Southwest:** Belleville, Fitchburg, Mount Horeb, Verona, Madison rep*, DCL rep*
- **Northeast:** Cambridge, Deerfield, DeForest, Marshall, Sun Prairie, Madison rep*, DCL rep*
- **Southeast:** McFarland, Monona, Oregon, Stoughton, Madison rep*, DCL rep*

Phase 3: Foundational workshops (in partnership with [Cream City Conservation & Consulting](#))

- 2 full-day trainings (2-5 staff per library)
- Training on recruitment, hiring and retention practices for directors/hiring managers (Nov 2020 in partnership with South Central Library System)

Phase 4: Support ongoing work of regional equity teams

- Beyond the Page will designate ongoing funding (minimum of \$5000/year) to support equity teams
- Libraries will continue to participate, replacing staff representatives as needed
- Library leadership will work to support the recommendations of equity teams which may include:
 - Ongoing professional development opportunities for staff
 - Changes to library policies/practices
 - Changes to recruitment, hiring and retention policies/practices

Signature page

I _____, Director of _____ Library, support the Ripple Project Memorandum of Mutual Accountability.

Signature

Date

I, the President of the Board of _____ Library, support the Ripple Project Memorandum of Mutual Accountability.

Signature

Date