

AGENDA

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

**Wednesday, November 3, 2021, 6:30 p.m.
Library Community Room**

Call to order

- Approval of the Regular Meeting Minutes of 10/6/21
- Review and approval of October 2021 invoices
- Public Comments
- City Council Liaison's report
- Library Director's report
- Old Business
 1. Discussion and possible action regarding library response to COVID-19 and library reopening plan
- New Business
 1. Discussion regarding the library land acknowledgement
 2. Discussion and possible action regarding the 2022 library endowment disbursement

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

Wednesday, October 6, 2021, 6:30 p.m.
Library Community Room

Present: Conwell, Cronin, Huemmer, Safarik, Sohail, Burkart
Guest: Strutz
Absent: Hopp, Ryan

Call to order:

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

Approval of Minutes:

A motion was made by Safarik, seconded by Huemmer to approve the Regular Meeting Minutes of 09/01/2021. Motion carried.

Review and Approval of Invoices:

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

Public Comments:

None

City Council Liaison Report:

- Cronin reported that the City budget will be finalized in early November. The current proposal does not call for any new borrowing in 2022. This may change with an addition to the ice arena.
- Council seeks input for re-purposing the New Century school building. The building is not currently ADA compliant and is not now listed on the register of historic places.

Library Director's Report:

- Select staff members have completed de-escalation training led by Ryan Dowd.
- Library is complying with Dane County mask mandate. Patrons have been understanding.
- Stickers with stylized library artwork are being distributed at community events.
- Reference staff is researching and writing a statement of land acknowledgement to respect indigenous peoples. It will be included on the library website.
- Internal diversity audit is on-going as time and staffing allows.
- Youth Services department anticipates new full-time staff member will start November 8. Two part-time positions will be filled in the coming weeks.
- Outdoor story times have been well attended.

- Director seeks Board input regarding holiday tree. In previous years, Summers Christmas Tree Farm donated a tree, and a poster in the library acknowledged the business by name. Board supports placing the tree as a seasonal display. Board also requests that inclusive materials regarding holiday traditions and celebrations of other cultural and religious groups also be displayed along with an opportunity for library patrons to share their personal experiences.
- Burkart encourages Board members to submit book titles for a Community-wide Read. The event will be held in summer 2022, and may feature a connection to Verona's 175th Anniversary. Board suggested a choosing a book with a young reader's edition, if possible.

Old Business:

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

- Adult programs involving food (cooking demonstration, chocolate tasting) will be presented virtually for the safety of library patrons and staff.
- Indoor events for children will be held in the prow to allow distancing between family groups. All library patrons over 2 years of age are expected to wear masks.

2. Discussion and possible action regarding the 2022 library operating budget:

- City Finance Director strongly encourages Reserve Fund of \$28,000. Board agreed to further reduce Office Equipment Outlay budget category in order to increase Reserve Fund dollars for 2022. Funds from accounts underspent near the end of the current year may be re-allocated to computer upgrades and laptop lab purchases for 2021.
- A motion was made by Conwell, seconded by Safarik to shift funds from Office Equipment Outlay in order to increase Reserve Fund to \$28,000. Motion carried.
- A motion was made by Cronin, seconded by Safarik to approve the 2022 Library Operating Budget. Motion carried.

New Business:

1. Discussion and possible action regarding the 2021 & 2022 Library Hours of Operation and Planned Closures:

- The library will be closed on Friday, December 31, 2021, since the New Year's holiday falls on a Saturday.
- Hours of Operation will return to regularly scheduled hours beginning January 3, 2022. Library will be open on Sundays throughout the year. Staff in-service days also return to the calendar.
- A motion was made by Safarik, seconded by Conwell to approve the 2021 & 2022 Library Hours of Operation and Planned Closures. Motion carried.

Adjournment: Meeting adjourned at 7:42 p.m.

VERONA PUBLIC LIBRARY
DIRECTOR'S REPORT
October 2021

I. Collection Development

Theresa is working on phasing out the circulating wifi hotspot program. The last day to place holds on hotspots will be October 29. They will be shut off in mid-December to avoid incurring any charges in 2022.

We received a \$1000 donation to spend on adult mysteries, and Theresa has made the purchases. These books will arrive and be cataloged in December.

A separate romance paperback collection has been added to the adult collection. Previously, paperback romance novels were shelved along with the other paperback fiction. This change will make it easier for romance readers to find books.

Emma created a display to highlight contemporary and traditional romance novels written by authors of color. Jenny created a display for Indigenous Peoples' Day.

The diversity audit is about a third complete. Mystery and Fantasy have been fully assessed, but sci-fi and general fiction have just been started. Considering the time-intensity of this project, which has been done when time permits rather than a consistent undertaking, we will move forward with a random sampling of 500 titles in our general fiction collection to assess and all of sci-fi (just over 500 titles). Preliminary data strongly suggests we should be more deliberate with what we are buying in terms of dimensions of diversity. As a result, we have begun auditing our selections for purchase to be proactive.

Tonja is researching VR equipment for 2022 adult kit ideas, in addition to sifting through Census data to identify which languages to focus on for our World Languages Kits and collection.

Number of items added and deleted in September 2021.

Item Type	Added	Deleted
Books	670	694
Audio	54	19
Software	5	40
Video/DVD	39	75
Other (kits, etc.)	13	5
Magazines	136	93
TOTAL	917	926
YTD	9940	8783

II. Circulation

September 2021 Statistics

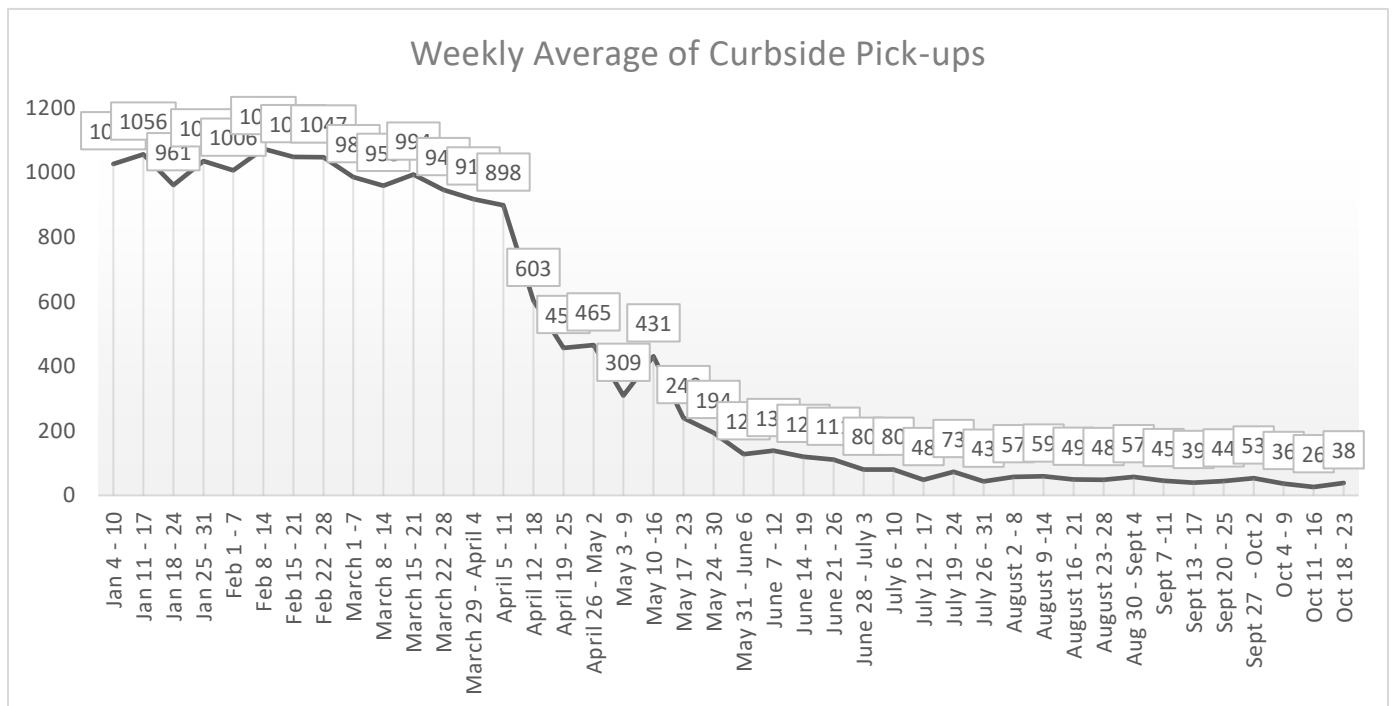
Self-check-outs	25,129
Total check-outs	42,894
Self-check-outs vs. desk	77.7%
Sep. 2020 vs. Sep. 2021	37.86%
Check-ins	33,450
Library cards added	105
Holds placed	13,252

Curbside pick-up:

Currently curbside pick-up appointments are available:

MW 10:00 – 12:00 pm/3:30 - 6:30 pm

F 10:00 – 2:00 pm/3:30 - 5:30 pm



III. Reference

Statistics:

- Reference: 581 transactions
- Children's Reference: 439 transactions
- Directional: 70 transactions
- Proctoring: 5 exams proctored
- Outer Library Loans: 25 requests
- One-on-One Instruction: 31
- Personal Archiving Lab Sessions: 5
- Curbside pick-up appointments: 152
- Computer Use: 386
- Library Visits: 5,173
- Librarian's Choice: 13 requests

Social Media Engagement:

Facebook: 3,714 followers, 44 posts

Twitter: 1,771 followers, 2 tweets

Instagram: 1,234 followers, 8 posts, 22 stories

Events Newsletter A: 11,614 recipients

Events Newsletter B: 11,603 recipients

A SD card reader and external floppy disc drive were purchased for the Personal Archiving Lab.

IV. Personnel and Staff Development

Mia Imperl was promoted to a part-time Library Assistant II/Youth Services position and transitioned from Outreach Assistant to that role on October 18. Elizabeth Lan has accepted a part-time Library Assistant II/Youth Services position and will begin on November 2. Jessica Ormonde has accepted the full-time Youth Services Librarian position and will begin on November 8.

Library Assistant Hilary Berg is moving from a 40% to a 50% position on November 1.

We have a few part-time positions that we are leaving vacant for the time being: Library Assistant (40%), Reference Assistant (20%), and Library Assistant/Outreach (50%). We will fill these positions sometime in early 2022 when we go back to being open full regular hours.

Theresa conducted a Page meeting on October 21.

Stacey participated in a CVMIC training on "Performance Feedback" with the other city managers.

Staff participated in several webinars and online trainings this month:

- *Inclusive Recruiting*
- *Bridgin Workers' Digital Skills Gaps through Libraries*
- *Hiring in 2021 and Beyond*
- *The State of Readers' Advisory*

V. Equipment and Physical Facilities

Youth services staff continue to evaluate and clean out the decorations and other storage items in the bookdrop room, a process that is still ongoing.

VI. Administration and Internal Operations

Nothing to report

VII. Marketing and Public Relations

Luke created 61 graphics for event promotion.

Tonja has written a Land Acknowledgement that we would like to add to the library website.

VIII. System and Interagency Cooperation

Stacey attended the SCLS Delivery Workflow meeting on October 28. The group is charged with evaluating the need for an RFID sorter at SCLS delivery headquarters.

Emma participated in the Alternative to Policing Equity Team Collaboration meeting.

IX. Fundraising

The lifetime total raised for the library endowment fund is \$286,823. We are considering a possible community-wide read project as a use for the 2022 disbursement. The library managers have selected three titles for library board consideration.

X. Events, Programs and Exhibits

Kid's Events and Programs:

1000 Books before Kindergarten

Thirteen kids were registered this month, bringing the total number of registrants to 2255.

StoryWalk

A new StoryWalk is currently featuring *Some Pets* by Angela DiTerlizzi. It will remain up until November 8 and then we'll pause the StoryWalk for the winter.

Everybody Story Time - Outdoors!

Mondays, September 13 – October 18, at 9:30 & 10:30 a.m.

Stories and songs for children and their caregivers outdoors. 20 - 25 minutes. Ages 0 - 5.

September 20, total attendees: 101

September 27, total attendees: 167

October 4, total attendees: 141

October 14, total attendees: 45

October 18, total attendees: 138

Total: 592

Chinese-English Story Time: Fire Safety

Saturday, October 2, 10:00 a.m.

Nǐ hǎo and hello! It's time for Chinese & English Outdoor Story Time - Fire This special event featured firefighter books, songs, language practice, and a take-home craft along with a special guest from the Verona Fire Department.

Attendance: 66

Kids Yoga Story Time: Thankful for Story Time

Wednesday, October 20, 10:30 a.m.

Erin, the recreational therapist from CI Pediatric Therapy Centers, presented an active morning of yoga moves, songs, books and mindfulness! Geared toward ages 2 - 5.

Attendance: 35

Upcoming Kids' Events

Parking Lot Costume Dance Party

Thursday, October 28, 10:30 a.m.

Wear a costume and boogie to kid-friendly tunes. Geared to ages 0 – 5. Located in the parking lot to the side of the library. Please watch our Facebook page for any weather-related cancellations.

Youth services staff will plan and promote more events for November and December as we train our new staff and figure out our new schedules. Priorities for late fall include story times, Lego Club and take-home craft programs.

Teen Events:

Teen Mummy Movie Night

Thursday, October 21, 7:30 – 10:00 p.m.

Teens spread out in the open center of the library for a showing of *The Mummy* on a giant screen.

Attendees: 3

Upcoming Teen Events:

Make a Pot, Pot a Plant

Monday, October 25

Decorate a pot, and pot up an indoor houseplant cutting in Teen Central, as supplies last.

Melted Crayon Art

Wednesday, October 27, 4 – 5:15 p.m.

Arrange Crayons on canvas and create a melted masterpiece!

Murder Mystery Night

Date TBD

Solve a murder at the library by searching for clues, cracking codes, and opening locks. Find the answer before the culprit strikes again!

Adult Classes & Events:

Distance Learning English Classes for Adults

Monday, September 20, 6:00-8:00 pm, attendees: 8

Tuesday, September 21, 6:00-8:00 pm, attendees: 7

Monday, September 27, 6:00-8:00 pm, attendees: 11

Tuesday, September 28, 6:00-8:00 pm, attendees: 6

Monday, October 4, 6:00-8:00 pm, attendees: 12

Tuesday, October 5, 6:00-8:00 pm, attendees: 6

Monday, October 11, 6:00-8:00 pm, attendees: 9

Tuesday, October 12, 6:00-8:00 pm, attendees: 8

Using Alum Flocculants to Treat Storm Water Ponds to Control Phosphorus in Verona, Wisconsin – Virtual

Tuesday, October 5, 6:30-7:30 pm

Marty Cieslik, construction manager for the City of Verona Public Works Department, reported on what has been learned and where the program is going when in the use of flocculants to treat storm water ponds in Verona.

Attendees: 2

Hiking the Ice Age National Scenic Trail

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

Melissa Pierick with the Ice Age Trail Alliance presented an introduction to the Trail, its history, significance and story, provided resources to plan your journey and helpful information.

Attendees: 26 (15 via YouTube)

Senior Case Management Outreach

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

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

Attendees: 0

Grassland Conservation in Southwest Wisconsin: Why It Matters and Opportunities for Support - Virtual

Wednesday, October 13, 6:30-7:30 pm

Jenn Simons and Cindy Becker of Driftless Area Land Conservancy along with Britta Petersen of Pheasants Forever discussed various topics related to grassland conservation.

Attendees 11

Pakistani Cooking Class - Virtual

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

Huma Siddiqui demonstrated how to make fish stew and pulao.

Attendees: 10

Trash Lab - Mobile Exhibit

Thursday, October 21, 2021, Drop-in between 1:00 – 4:00 pm.

The 27-foot-long repurposed cargo trailer, Trash Lab is a mobile exhibit designed to educate and motivate us to create less trash and rethink our relationship with waste.

Attendees: 65

Meet Local Author: John Galligan

Thursday, October 21, 6:30-7:30 pm

John Galligan discussed his latest book, *Bad Moon Rising*. Sponsored by the Friends of the Verona Public Library.

Attendees: 4

Upcoming Adult Classes & Events

Distance Learning English Classes for Adults

Beginner Level: Mondays, September 13 - December 6, 6:00 - 8:00 pm

Intermediate Level: Tuesdays, September 14 - December 7, 6:00 - 8:00 pm

This free group English class will be offered mostly online using Zoom. In-person classes will take place at the Verona Public Library on October 25 and December 7. You will practice speaking, listening, reading, writing and new vocabulary in English. You can take your Zoom class on your smartphone, a tablet, a laptop, or a computer. If you do not have any of these, Literacy Network can lend you a device. Students will receive free English textbooks, at their level, in the mail. The textbooks will be used for class and weekly homework. This class is presented in partnership with Literacy Network.

Dementia 101

Wednesday, October 27, 6:00-7:00 pm

Whether you know someone with dementia or have concerns about changes in your memory as you age, join Audrey Warrington, Dementia Care Specialist with Aging and Disability Resource Center of Dane County. Learn about memory loss and normal changes that come with age, as well as factors that might increase risk of developing dementia and resources available in the community.

Chocolate World Tour - Virtual

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

Join Stan Kitson, chocolatier at Driftless Chocolates, for a chocolate tasting as we travel around the world from your home. We will taste single origin chocolate grown in five counties along the Equator – Peru,

Colombia, Sao Tome, Dominican Republic and Madagascar. Stan will share each country's chocolate story, and you will be able to experience the flavors each origin provides. Registration required and limited to 20 participants. Participants will get a free sample box of chocolates to be picked up at the service desk starting Monday, October 25. One box of chocolates per household.

Senior Case Management Outreach

Monday, November 8, Drop in between 1:00–2:00 pm

A case manager from the Verona Senior Center will answer questions and provide resources for older adults and their caregivers. Information on Medicare/Medicaid, nutrition, housing, assistance in the home, and resources in Verona and Dane County will be available. Contact Julie Larson at the Senior Center at 845-7471 with questions.

James Webb Space Telescope: Searching for Secrets of the Past – Virtual

Tuesday, November 9, 6:30-7:30 pm

The James Webb Space is an infrared observatory that will search galaxies and objects that formed right after the Big Bang. Join Joyce Jentges, NASA Solar System Ambassador, and learn how the telescope will look at stars from birth to death to better understand how life is able to form in our solar system and beyond. Jentges will also discuss why this telescope is not a replacement for the Hubble Space Telescope.

City of Verona Water Resources: Where Does Verona's Water Come From and Where Does It Go? - Virtual

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

We often take our water for granted, but there's more to our water supply than just turning on the tap. Marty Cieslik, construction manager for the City of Verona Public Works Department, will discuss the Sugar River watershed, where our water comes from, and where it goes after we use it. This presentation is an updated version of the same topic presented in January 2021.

There will be updated information due to the completion of some projects during 2021.

This presentation will provide some background for three subsequent presentations on storm water scheduled for December 2021, January, and February 2022. It is the first program in a series of four that focus on the storm water in the City of Verona.

DIY Leather Tassel Keychain - Virtual

Monday, November 15

Create a cute and useful clasp keychain that can be used to wrangle your keys or adorn a bag. Revel owner, Sarah Van Dyke, will provide instructions to make one leather tassel keychain. Participants will get a free kit to be picked up at the library starting Friday, October 29. Leather colors may vary. Registration required and limited to 25 adult participants. This program will be presented via a pre-recorded video. We will email you the link the day of the program. Printed instructions will also be provided.

Books 'n Booze Book Club - Virtual

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

Upcoming virtual discussions:

October 28, 2021-*Welcome to Night Vale* by Joseph Fink

November 18, 2021-*Transcendent Kingdom* by Yaa Gyasi (2021's Go Big Read book)

Outreach Events

Outreach story times:

Total daycare story time presentations: 5

Prairie Oaks Book Group

Thursday, September 23, 1:00 – 2:00 pm

The group read *All the Light We Cannot See* by Anthony Doerr.

Attendees: 5

Fall Fest

Friday, October 1, 4:00 – 8:00 pm

The library brought the prize wheel to the Chamber of Commerce's Fall Fest, and gave out 200 free books and 100 VPL stickers. The nice weather and large amount of fun activities available for families contributed to high attendance at this annual event.

Attendees: 507

Senior Center Book Group

Wednesday, October 13, 10:00 – 11:00 am

The group discussed *Eleanor Oliphant is Completely Fine* by Gail Honeyman on Zoom.

Attendees: 7

Four Winds Book Group

Tuesday, October 19, 10:00 – 11:00 am

The residents met to discuss *Dark Sacred Night* by Michael Connelly, a mystery the entire group enjoyed.

Attendees: 7

Upcoming Outreach Events

Nakoma Kids Club Fall Event

Tuesday, October 26, 3:30 – 4:30 pm

Fall event for the kids at Nakoma Heights, including books, a craft, and a snack.

Prairie Oaks Book Group

Thursday, October 28, 1:00 – 2:00 pm

The group will be reading *A Time for Mercy* by John Grisham.

Trick or Treat on Main Street

Friday, October 29, 3:30 – 5:00 pm

The library will be bringing candy and stickers to give out at this annual event.

Senior Center Book Group

Wednesday, November 10, 10:00 – 11:00 am

The group will be reading *How to Be a Good Creature* by Sy Montgomery.

Four Winds Book Group

Tuesday, November 25, 10:00 – 11:00 am

The residents will meet to discuss *The Spymistress* by Jennifer Chiaverini.

DRAFT Land Acknowledgement, Verona Public Library

The Verona Public library sits amidst beautiful prairie grasses and flowers in the native land of the Ho-Chunk people.

We respectfully recognize this land as indigenous land and gratefully acknowledge the Native Peoples who once lived here and continue to live here today.