

**AGENDA**

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

**Wednesday, December 1, 2021, 6:30 p.m.  
Library Community Room**

Call to order

- Approval of the Regular Meeting Minutes of 11/3/21
- Review and approval of November 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
  2. Discussion regarding the 2022 library endowment disbursement and Community Read.
- New Business
  1. Preliminary discussion regarding the 2022 library director goals

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

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

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

**Call to order:**

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

**Approval of Minutes:**

A motion was made by Huemmer, seconded by Conwell to approve the Regular Meeting Minutes of 10/06/2021. Motion carried.

**Old Business:** *This agenda item was taken out of order to receive input from Youth Services Team Lead Harrison.*

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

- Dane County mask mandate is scheduled to expire on November 27. Library will encourage patrons to continue wearing masks, especially in the children's area. Wearing of masks will not be required or enforced.
- Staff members in public-facing positions are expected to wear masks as long as COVID transmission rates for the area are at high or substantial levels. Staff are not required to mask in staff-only areas, but will be asked to respect the wishes of co-workers when using shared spaces. Staff who have been exposed to COVID or are experiencing symptoms of another illness are asked to wear masks.
- In-person events for children and adults will require advance registration. Participant numbers will be limited and seating will be distanced. Those attending will be encouraged to wear masks.
- Virtual events will continue to be offered.

**Review and Approval of Invoices:**

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

**Public Comments:**

None

**City Council Liaison Report:**

- Cronin reported by email that the City budget would be presented on November 8. Finalized budget will be adopted at a special meeting on November 15.

**Library Director's Report:**

- Paperback Romance collection has been re-labeled and shelved separately from other paperbacks for patron ease of use.
- Curbside delivery appointments continue at low levels.
- Wifi hotspots will stop circulating by the end of the calendar year. Holds can no longer be placed on these items.
- Youth Services has hired one part time and one full time staff member to fill open positions.
- Word on the Street 5K is tentatively planned for April 30, 2022, with timing provided by Race Day Events.

**New Business:*****1. Discussion regarding the library land acknowledgement:***

- Board discussed posting the land acknowledgement on the library website. They also recommended a printed statement be placed inside the lobby. A social media post during November for Native American heritage month was also suggested.
- Encouragement was given to connect the formal adoption of the land acknowledgement with an event, such as a presentation by an indigenous storyteller or artist.
- Motion was made by Safarik, seconded by Ryan to approve the prepared land acknowledgement statement with the addition of the wording "with rich heritage" and pending approval by City Council. Motion carried.

***2. Discussion and possible action regarding the 2022 Library Endowment disbursement:***

- The library plans to host a community read during summer 2022. Funds from the Endowment disbursement would be used to purchase copies of the book to give away and to host related programming. The available dollar amount will be known in March 2022.
- Three possible options were presented to the board. Board members decided to have library patrons vote to select the title for the community read.
- Board encourages making the selected book available in audio format and other languages, as possible. A book with a similar theme that is suitable for children will be chosen by youth librarians to include as part of the community read.

**Adjournment:** Meeting adjourned at 7:31 p.m.

VERONA PUBLIC LIBRARY  
DIRECTOR'S REPORT  
November 2021

***I. Collection Development***

The last day to check out wifi hotspots will be November 24.

Emma and Theresa met virtually with a sales representative from Ingram. We are considering adding Ingram to our vendors for books and other materials.

Number of items added and deleted in October 2021.

<b>Item Type</b>	<b>Added</b>	<b>Deleted</b>
Books	956	1008
Audio	62	2
Software	5	0
Video/DVD	41	11
Other (kits, etc.)	6	1
Magazines	143	292
<b>TOTAL</b>	<b>1213</b>	<b>1314</b>
<b>YTD</b>	<b>11,153</b>	<b>10,097</b>

***II. Circulation***

October 2021 Statistics

Self-check-outs	26,586
Total check-outs	43,527
Sep. 2020 vs. Sep. 2021	+27.74%
Check-ins	32,756
Library cards added	99
Holds placed	13,304

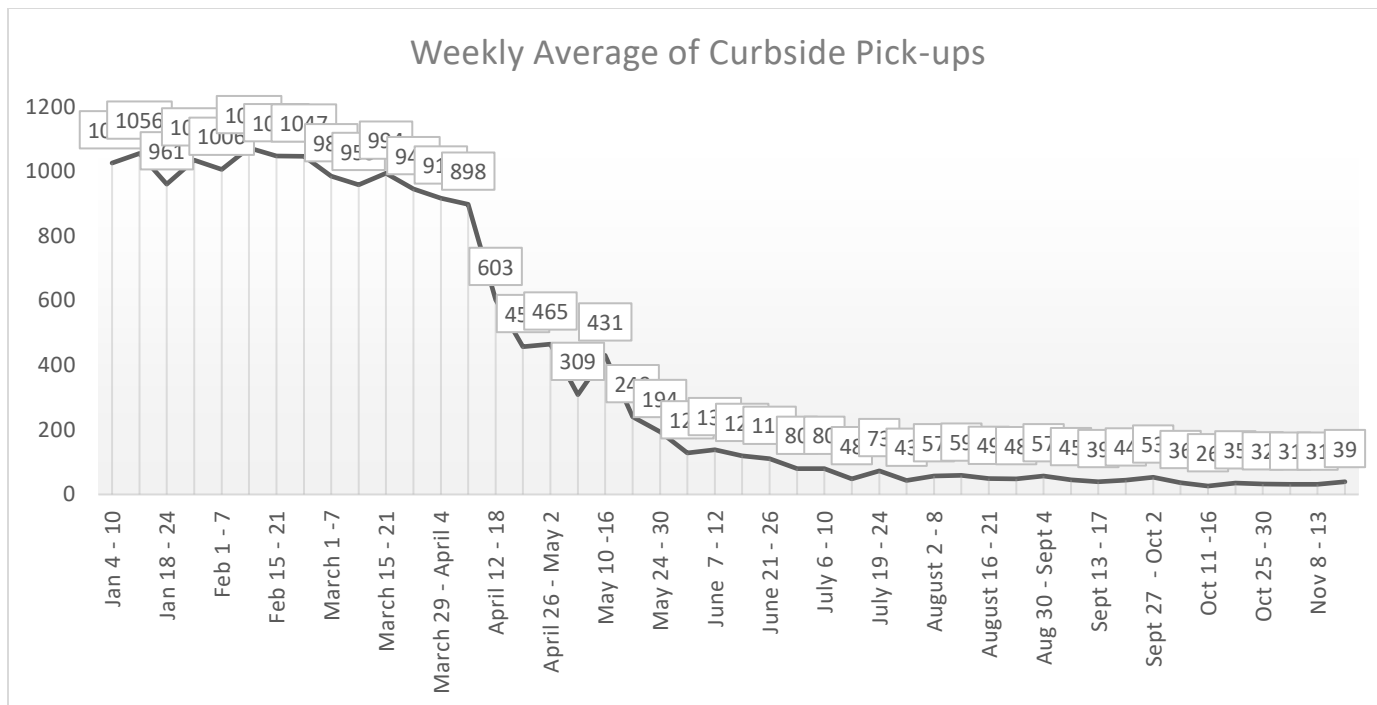
**Curbside pick-up:**

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

The library will stop offering curbside pick-up on December 29 as we return to our full pre-pandemic open hours starting on January 3.



### III. Reference

#### Statistics:

- Reference: 458 transactions
- Children’s Reference: 475 transactions
- Directional: 65 transactions
- Proctoring: 4 exams proctored
- Outer Library Loans: 30 requests
- One-on-One Instruction: 41
- Personal Archiving Lab Sessions: 4
- Curbside pick-up appointments: 127
- Computer Use: 368
- Library Visits: 9,371
- Librarian’s Choice: 14 requests

#### Social Media Engagement:

- Facebook: 3,895 followers, 34 posts
- Twitter: 1,773 followers, 0 tweets
- Instagram: 1,233 followers, 9 posts, 18 stories
- Events Newsletter A: 11,591 recipients
- Events Newsletter B: 11,579 recipients

### IV. Personnel and Staff Development

Michelle Hoover resigned her position as a Library Page I. Theresa is planning on leaving the position open until after the library goes back to normal hours, and after the other departments are finished hiring.

Luke attended a workshop related to the Library Marketing Mini-Grant on Friday, November 12.

Marissa and Mia went to a SCLS Youth Programming Workshop.

Staff participated in several webinars and online trainings this month:

- *Trends in Digital Privacy – Is there even such a thing?*
- *Crash Course to True Crime*
- *Digging Deeper into Local and Family History with Census Data*
- *Supporting Your ELL Community with Transparent Language Online*
- *Antiracism 101*
- *Boldly Creating Inclusive Spaces*
- *Ryan Dowd Homeless Training: Body Odor: How to Talk About Odor Without Awkwardness*

#### ***V. Equipment and Physical Facilities***

The world language collection was moved to the end of juvenile nonfiction, opening up a full two-sided shelving unit for the expanding graphic novel collection.

#### ***VI. Administration and Internal Operations***

Stacey and Ronda have been working for 10+ months to get a replacement computer for the RFID sorter through our vendor Bibliotheca. It is scheduled for installation next week. The customer service experience with Bibliotheca has not been positive. Consideration should be given to whether the library should renew the self-check maintenance agreement with Bibliotheca or if the library should begin transitioning to another vendor.

#### ***VII. Marketing and Public Relations***

Luke created 75 graphics for event and service promotion.

Luke created and shared a survey for the community wide read.

Emma and Luke collaborated on a display for World Kindness Day.

Emma created a display of fiction and non-fiction materials in acknowledgement Native American Heritage Month.

A land acknowledgement has been added to the library website.

#### ***VIII. System and Interagency Cooperation***

Stacey participated in the Dane County Library Directors meeting.

Theresa attended the SCLS Collection Maintenance Subcommittee meeting on November 10.

Ronda attended the SCLS Circulation Services Subcommittee on November 9. The committee worked on updating Section VIII Problem Item Statuses and Workflows of the Circulation Manual.

On November 19, Stacey and Trudy, along with Becky Fabrizio from the Literacy Network, presented a session at the Wisconsin Library Association Conference in Green Bay titled “Building Partnerships to Serve English Language Learners at the Library.”

#### ***IX. Fundraising***

The lifetime total raised for the library endowment fund is \$288,783. We are currently running an online and in-person community poll to determine the book choice for the 2022 Community Read project.

## ***X. Events, Programs and Exhibits***

### **Kid's Events and Programs:**

#### **1000 Books before Kindergarten**

Five kids were registered this month, bringing the total number of registrants to 2260.

#### **Parking Lot Costume Dance Party**

Thursday, October 28, 10:30 am

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. This event was postponed to a less ideal time but we wanted to wait until it looked like it wouldn't be rainy any more, Friday afternoon at 2:30 p.m.

Attendees: 19

#### **Virtual Kindness Day Story Time**

Friday, November 12, 9:30 am

Celebrate World Kindness Day with stories, songs, and activities! No registration.

1-minute views: 27, peak live views: 10

#### **Lego Club**

Tuesday, November 16, 4 – 5 pm

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

Attendees: 14

#### **Family Fort Night**

Wednesday, November 17, 6 – 7 pm

Come set up a fort in the children's area, enjoy some snacks, and crawl in for an evening of reading together. This fort night included a somewhat last-minute addition of a performance of a song by VACT's Matilda plus a ticket giveaway.

Attendees: 47

#### **Activity/Craft Bags**

Amy developed interactive movie night kits, containing supplies and instructions for families to make five different movies interactive. Total bags: 10

We put extra supplies from crafts into bags to make "mystery maker" bags, along with suggestions for ways to get creative and craft book suggestions. Total bags: 175

### **Upcoming Kids' Events**

#### **Virtual Everybody Story Time**

Wednesdays at 10:30 am on Facebook Live

November 17 – December 22

#### **Indoor Story Time**

Thanksgiving Story Time

November 22, 23 and 24 at 9:30 am

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

This story time will repeat Monday, Tuesday, and Wednesday.

### **Virtual Pete the Cat Story Time**

Monday, November 29, 9:30 am

Enjoy stories, songs, and activities about Pete the Cat! No registration.

Pete the Cat craft bags will be available in the children's area starting November 22.

### **Indoor Story Time**

Winter Story Time

December 6, 7 and 9 at 9:30 am

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

This story time will repeat Monday, Tuesday, and Thursday.

### **Teen Events:**

#### **Make a Pot, Pot a Plant**

Monday, October 25

Teens decorated a pot and began growing a new houseplant from pothos and spider plant cuttings, as supplies lasted.

Attendees: 19

#### **Melted Crayon Art**

Wednesday, October 27, 4 – 5:15 pm

Teens chose crayon colors and designed how they would create scenes on a canvas. Then we melted the crayons to create colorful wax art.

Attendees: 5

#### **Murder Mystery Night**

Friday, November 19, 7:30 – 9 pm

Teens solved a murder at the library by searching for clues, cracking codes, and opening locks – all by working as a team!

Attendees: 10

### **Upcoming Teen Events:**

#### **Teen & Tween Craft: Snow Globes**

Wednesday, December 29, 2 – 3 pm

Pick up craft supplies from the library, and then follow along with a live video, so you can ask questions and interact!

### **Adult Classes & Events:**

#### **Distance Learning English Classes for Adults**

Monday, October 25, 6:00-8:00 pm, attendees: 12

Tuesday, October 26, 6:00-8:00 pm, attendees: 5

Monday, November 1, 6:00-8:00 pm, attendees: 9

Tuesday, November 2, 6:00-8:00 pm, attendees: 8

Monday, November 8, 6:00-8:00 pm, attendees: 10

Tuesday, November 9, 6:00-8:00 pm, attendees: 9



### **Dementia 101**

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

Audrey Warrington, Dementia Care Specialist with Aging and Disability Resource Center of Dane County discussed 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.

Attendees: 11

### **Chocolate World Tour - Virtual**

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

Stan Kitson, chocolatier at Driftless Chocolates, shared five country's chocolate story, and participants were able to experience the flavors each origin with samples of chocolate.

Attendees: 19

### **Senior Case Management Outreach**

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

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

Attendees: 1

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

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

Joyce Jentges, NASA Solar System Ambassador, discussed how the James Webb Space Telescope will look at stars from birth to death to better understand how life is able to form in our solar system and beyond.

Attendees: 6

### **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

Marty Cieslik, construction manager for the City of Verona Public Works Department, discussed the Sugar River watershed, where our water comes from, and where it goes after we use it.

Attendees: 6

### **DIY Leather Tassel Keychain - Virtual**

Monday, November 15

Revel owner, Sarah Van Dyke, provided printed instructions and a pre-recorded video to make one leather tassel keychain. Participants received a free kit.

Attendees: 25

### **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.

Thursday, November 18, 6:00-7:00 pm

Virtual discussion of *Transcendent Kingdom* by Yaa Gyasi

Attendees: 9

## **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. Students will receive free English textbooks in the mail for class and weekly homework. This class is presented in partnership with Literacy Network.

### **Meet Madison Author – Christina Clancy**

Wednesday, December 1, 6:30 - 7:30 pm

Join Christina Clancy, author of *Shoulder Season*, the story of what happens when small town life is sprinkled with stardust, and what we lose—and gain—when we leave home. Books will be available for sale and signing.

### **DIY Card Making Class – Virtual**

Thursday, December 2

Let someone know you're thinking of them with a handmade card. Stampin'UP! Demonstrator Jamie Statz-Paynter will provide materials and instructions to make four personalized professional-quality cards of your own. Participants will get a free set of four cards to be picked up at the library starting Thursday, November 18. Registration required and limited to 25 adult participants.

### ***Monster: The True Story of the Jeffrey Dahmer Murders* - Author Event**

Thursday, December 9, 6:30-7:30 pm

In 1991, Anne Schwartz, reporter for the former Milwaukee Journal, broke the story of Milwaukee serial killer Jeffrey Dahmer. Schwartz will discuss her book *Monster: The True Story of the Jeffrey Dahmer Murders*. Books will be available for sale and signing.

### **Senior Case Management Outreach**

Monday, December 13, 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.

### **Storm Water Basics – How Is Storm Water Different From Our Drinking Water and Wastewater – Virtual**

Tuesday, December 14, 6:30-7:30 pm

Marty Cieslik, construction manager for the City of Verona Public Works Department, will provide information on the nature of storm water including how it is different from our water supply and our sanitary water (wastewater). This is the second program in a series of four that focus on the storm water in the City of Verona.

### **Coral 101 - Virtual**

Tuesday, December 28, 6:30-7:30 pm

The Flower Garden Banks National Marine Sanctuary (FGBNMS) is situated 80 to 125 miles off the coasts of Texas and Louisiana. Kelly Drinnen, Education & Outreach Specialist, of the FGBNMS will discuss the basic biology of reef-building corals, coral spawning, and how human interactions affect them, including coral bleaching.

## **Outreach Events**

### **Outreach story times:**

Total daycare story time presentations: 5

### **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.

Attendees: 46

### **Prairie Oaks Book Group**

Thursday, October 28, 1:00–2:00 pm

The group read *A Time for Mercy* by John Grisham.

Attendees: 7

### **Main Street Trick-or-Treat**

Friday, October 29, 3:30–5:00 pm

Marissa and Amy dressed up as *The Day the Crayons Quit* and handed out stickers, candy, and crayons to trick-or-treaters at this event.

Attendees: 540

### **Senior Center Book Group**

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

The group discussed *How to Be a Good Creature* by Sy Montgomery on Zoom.

Attendees: 6

### **Four Winds Book Group**

Tuesday, November 17, 10:00–11:00 am

The residents met to discuss *The Spymistress* by Jennifer Chiaverini.

Attendees: 9

## **Upcoming Outreach Events**

### **Prairie Oaks Book Group**

Thursday, December 2, 1:00–2:00 pm

The group will be reading *The President is Missing* by James Patterson and Bill Clinton.

### **Senior Center Book Group**

Wednesday, December 8, 10:00–11:00 am

The group will be reading *This Tender Land* by William Kent Krueger.

### **Four Winds Book Group**

Tuesday, December 21, 10:00–11:00 am

The residents will meet to discuss *The Book of Lost Names* by Kristin Harmel.

## **Exhibitions**

### **LEGO Model of Prairie Moraine County Park – Traveling Display**

October 29 – November 29

Enjoy a unique perspective on a well-loved local park. This 3x4 foot LEGO construction highlights the central feature of the park -- a terminal moraine formed when the last Wisconsin glacier melted.

# DRAFT 2022 Goals - Stacey Burkart

## Goals and Objectives for the Verona Public Library in the 2022 Budget

- To offer as much library service as safely possible in the midst of an ongoing global pandemic
- Return to in-person library programs and events for all ages as public health conditions allow
- Promote library service to new members of the growing Verona community

### Administration:

1. Continue policy reviews & revisions. Complete a review of the Inclement Weather, Public Computer Use, and Collection Development policies by the end of 2022.
2. Continue to develop safety protocols, procedures, and staffing models in response to changing public health conditions during the COVID-19 pandemic. (Ongoing from 2021)
3. Assess what changes the pandemic will have on library strategic planning and solicit feedback on library services from the public via survey. (Ongoing from 2021)

### Collection Maintenance:

1. Supervise and support the multi-year diversity audit project in the adult and children's fiction collections. (Ongoing from 2021)

### Library Service:

1. Create and maintain a system of online programs and events as long as in-person programs are not advised by public health officials. (Ongoing from 2021)
2. 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. (Ongoing from 2021)
3. Develop and implement a Community Read Project by summer 2022 using the annual endowment disbursement.
4. Participate in the Dane County Ripple Project, part of the aim of which is to bring more diverse presenters to area libraries.
5. Fundraise \$10,000 for the library Endowment Fund by the end of 2022.
6. Continue to write quarterly columns for the Verona Press that focus on literacy or library related topics. (Ongoing from 2021)

**Facilities Management:**

1. Plan for a library re-carpeting project that may begin in 2022 and take three or more years to complete. (Ongoing from 2021)