

AGENDA

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

Wednesday, December 2, 2020, 6:30 p.m.

Due to the COVID-19 pandemic, the Library Board of Trustees will hold its meeting as a virtual meeting. 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 should 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/99203264855>

Join the meeting via phone by dialing:

1-312-626-6799

Webinar ID: 992 0326 4855

The online meeting agenda and all support materials can be found at veronapubliclibrary.org or www.ci.verona.wi.us. 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 11/4/20
- Review and approval of November 2020 invoices
- City Council Liaison's report
- Library Director's report
- Old Business
 1. Discussion and possible action regarding library response to COVID-19 and metrics needed to reopen the library
 2. Discussion of 2021 director goals
- New Business
 1. Discussion and possible action regarding the Epidemic & Library Health Emergency Policy

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

Wednesday, November 4, 2020, 6:30 p.m.
Virtual Board Meeting

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

Call to order:

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

Approval of Minutes:

A motion was made by Huemmer, seconded by Kurth to approve the Regular Meeting Minutes of 10/07/2020. Motion carried.

Review and Approval of Invoices:

A motion was made by Kurth, seconded by Huemmer to approve the October 2020 invoices. Motion carried.

Public Comments:

None

City Council Liaison Report:

Cronin reported that the finalized annual budget will be presented to common council on Monday, November 9th. She also updated the board regarding the 410 and 420 W Verona Ave development plan that was voted down and will be presented to the council again with some significant changes by the developer. The development is supposed to include some rental units as well as a portion of commercial space.

Library Director's Report:

Burkart reported that the library has reverted to curbside service only and suspending other library services after the increase in the COVID-19 cases in the county. She further added that there has been an increase of about 15 appointments a day for curbside pickup. Burkart also reported that there will be two computers and one photo copier available next week in the community room. Burkart also reported about the prairie burn that happened on previous Monday. She also informed regarding the election day which got busy before and after working hours.

Old Business:

1. **Discussion and possible action regarding library response to COVID-19:** There has been no objection from the community for reverting to curbside pickup of library materials. The library staff

is more comfortable with this model of library operations given the current community spread of COVID-19.

- 2. *Preliminary discussion of 2021 Director goals:*** The board discussed the director goals for 2021 with Burkart. The discussion was made regarding inclusion and/or updating the inclement weather and pandemic policy, circulation policy, safety protocols and strategic planning along with inclusive services survey for the patrons. The board further discussed to add Overdrive, ESL classes, Green Team environmental projects and some fundraising changes for the upcoming year (5K Run/Walk Event). The board also recommended to keep working on diversity and equity programs in the library, the ideas on how to support the small businesses in the community in some shape and form, inclusion of an outdoor exhibit about racial diversity and end of the year communication with the donors.

New Business:

- 1. *Discussion of metrics needed to reopen the library:*** Conwell shared the current metrics from Madison and Dane County Public Health Department that shows an average of 214 COVID-19 cases per day. It was discussed that the department has moved to the crisis model of contact tracing. Schools remain open owing to their own contact tracing models with their individual healthcare workers. Community spread metrics and average number of cases through the model were discussed. It was recommended to keep the library closed for other services and keep the curbside service open until at least 2 months or when the COVID-19 cases trend look better and to coordinate with other SCLS libraries to make further decisions regarding reopening of the library.

Adjournment: Meeting adjourned at 7:49 p.m.

VERONA PUBLIC LIBRARY
DIRECTOR'S REPORT
November 2020

I. Collection Development

Number of items added and deleted in October 2020.

Item Type	Added	Deleted
Books	978	321
Audio	32	4
Software	2	5
Video/DVD	35	14
Other (kits, etc.)	6	0
Magazines	129	0
TOTAL	1182	344
YTD	10012	4928

II. Circulation

October 2020 Statistics

Self-check-outs	17,986
Total check-outs	34,075
Self-check-outs vs. desk	69.96%
Sept. 2019 vs. Sept. 2020	-26.10%
Check-ins	24,656
Library cards added	50
Holds placed	16,502

Curbside pick-up:

The library closed to the public again on October 26, due to rapidly increasing COVID-19 cases and hospitalization rates. Demand for curbside pick up appointments went up 560% once we suspended express service. In the last 30 days, the library staff completed 3770 pick-up appointments. This is an average of 50 more pick-ups per day than we saw in the spring. The library staff have been working very hard to keep items moving out the door and into our patron's hands.

Currently curbside pick-up appointments are available:

M-R	9:15 - 6:45pm
F	9:15 – 5:45pm
Sat	9:30 – 3:00pm

III. Reference

Statistics (past month):

Reference questions: 439
Kids Reference questions: 262
Directional questions: 70
Outer Library Loans: 13 requests
One-on-one Instruction: 2
Curbside Pick-up appointments: 3770 (up from 571 in October)
Computer Lab appointments: 23
Librarian's Choice requests: 329

Social Media Engagement:

Facebook: 3,361 followers, 79 posts/events
Twitter: 1,742 followers, 38 tweets
Instagram: 1,193 followers, 40 posts
Events Newsletter A: 11,869 recipients
Events Newsletter B: 11,860 recipients

IV. Personnel and Staff Development

Staff participated in several webinars and online trainings this month:

- *Baker & Taylor, Babies-Early Reader Materials & Middle Grade Materials*
- *Ornery Teenagers with Ryan Dowd*
- *Recruitment and Hiring for Inclusion and Diversity*
- *Technology-Oriented Jobs and the Skills to Get Them*
- *November Cooperative Children's Book Center Shorts*
- *Building Literacy in Every Library Part 3 - Curious Readers: Celebrating the Joy of Reading*
- *Facing Bias* (CVMICO: This training is one of three Diversity and Inclusion training options that all full-time city employees will participate in.

V. Equipment and Physical Facilities

The parking lot wifi access point installation project has been plagued by manufacturer delays but the new timeline for completion from South Central Library System is early December.

VI. Administration and Internal Operations

The library has been operating in all-hands-on-deck mode this month to keep pace with demand for curbside pick-up appointments. Youth Services staff has been partially reassigned to work in circulation and library managers have been pitching in where needed as well. Library pages started doing delivery shifts on Saturdays. Staff has been very adaptable and flexible with all of the changes to service models and duties.

VII. Marketing and Public Relations

Luke created 94 individual graphics to promote events and services via social media, the website, and internal digital signage.

VIII. System and Interagency Cooperation

Emma attended the SCLS Discovery Interface Subcommittee meeting on Wednesday, November 18.

Theresa attended the Collection Maintenance Subcommittee meeting on November 11. Madison Public Library wants to form a work group to discuss circulating all TV show season DVDs together, rather than separating out each disc (which is what we do currently).

IX. Fundraising

The library will be mailing out the end-of-year fundraising letter for the endowment in early December.

Planning is underway for a virtual 5K Run/Walk that may include a non-timed suggested route that starts and ends at the library on May 1. Participants can either run at a place of their choosing or on the suggested route at the library.

X. Events, Programs and Exhibits

Kid's Events and Programs:

StoryWalk

The StoryWalk installed on October 19 at Fireman's Park, featuring the book "Daniel's Good Day" by Micha Archer, will be removed on November 23. We will not likely choose that location again, as there is a layer of gravel from an old driveway along the sidewalk, preventing the signs from going into the ground.

Fall story times

Presented on Facebook Live from September 1 to October 23.

Everybody Story Time with Marissa, Tuesdays at 9:30 a.m.

Total views: 1824

Average total views per story time: 228

Average 1-minute views per story time: 25

Toddler Story Time with Julie, Wednesdays at 9:30 a.m.

Total views: 1304

Average total views per story time: 163

Average 1-minute views per story time: 24

Preschool Story Time with Leah, Thursdays at 9:30 a.m.

Total views: 1392

Average total views per story time: 174

Average 1-minute views per story time: 24

Sensory Story Time with Mary, Fridays at 9:30 a.m.

Total views: 1187

Average total views per story time: 148

Average 1-minute views per story time: 18

Baby Story Time with Christi, Fridays at 10:30 a.m.

Total views: 1078

Average total views per story time: 134

Average 1-minute views per story time: 13

StoryWalk – The StoryWalk installed on October 19 at Fireman’s Park, featuring the book “Daniel's Good Day” by Micha Archer, will be removed on November 23. The location was not ideal because there is a layer of gravel along the sidewalk that prevented the signs from going into the ground.

Family Story Time

October 22

Amy prerecorded this story time, housed on YouTube.

5 30-second views, 395 reach

Character Craft Mondays

Participants picked up the supplies for this program in advance through curbside service, then followed along with Christi as she directed the craft, also viewable after the program. We created a google form for craft pickup requests. Ages 2 - 6.

October 26 (Dragons Love Tacos) - 207 views, 29 1-minute views, 50 bags distributed

November 10 (Pigeon) – 204 views, 35 1-minute views, 50 bags distributed

Dragons Love Tacos Story Time

Monday, October 26, 9:30 – 10 am

Enjoy stories, songs, activities about Dragons Love Tacos, with special guests!

475 views, 93 1-minute views

Tween D&D

Kids ages 8 – 11 play D&D online.

October 27 – attendees: 5

November 3 – attendees: 5

November 10 – attendees: 6

November 17 – attendees: 4

Tween Craft

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

October 28 (Creepy plants) - 228 views, 36 1-minute views, 35 bags distributed

November 11 (String lanterns and stress balls) – 323 views, 62 1-minute views, 41 bags distributed

Fandom Makers

Mary created craft bags based on different fandoms and led the making of the crafts on Facebook Live, also viewable after the program. Ages 6 – 11.

November 2 (Star Wars) – 171 views, 14 1-minute views, 40 bags distributed

November 16 (Superheroes) – 138 views, 12 1-minute views, 360 reach, 7 peak live views, 30 bags distributed

Minecraft Club

There are two virtual Minecraft Clubs for ages 6 – 11, a Java version for PC and Mac, and a Bedrock version for tablets and phones.

November 4, attendees: 12

November 18, attendees: 18

Tween Escape Room

November 9

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

Attendees: 5

Favorite Books and Bites

Amy prepared bags of activities, craft supplies and snacks for pickup, then led a discussion about a favorite author or series on Zoom (no special reading required in advance). Ages 8 - 11. For Wings of Fire, each kid learned their dragon name, and right away each of them changed their zoom name to their new dragon name and used those names for the rest of the Zoom.

November 19 (Wings of Fire)

Attendees: 10

Upcoming Kids' Events

Chinese-English Story Time

Saturday, November 21, 10 – 10:30 am

Increase your cultural understanding and Mandarin Chinese skills during this bilingual program featuring Bill Martin's classic character Brown Bear. Enjoy a virtual story time, language practice, and songs with Verona Area International School (VAIS). All ages welcome. This program will be presented by a VAIS parent and student on Facebook Live from our Quiet Reading Room.

Character Craft Mondays

Monday, November 23, 3 – 3:30pm – Frozen

Tune in and get creative with different art projects each week. Ages 2 – 6.

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

Online Trivia

Tuesdays, November 24 (Marvel Universe) and December 15 (Disney part 2), 6 – 6:30 pm

This multi-question trivia event will be hosted using CrowdPurr. The day of the event, we'll release the link to the trivia questions. Then starting at 6:00 pm, you can put your trivia knowledge to the test. You can play along and enter your answers from a browser on your smart device or computer--no registration required. Feel free to work as an individual or as a team with the people you're quarantined with, and don't forget the faster you answer, the more points you can earn! With this online platform all the action happens right on your smart device or computer--there's no video feed or direct interaction with other participants.

Tween D&D

Tuesday, November 24, 3:45 – 5:15 pm

Fantasy and Adventure await in 5th edition Dungeons & Dragons.

Dusty runs this program for ages 8 -11 from his home. Tweens are split into two groups, meeting on different days. Tween D&D will resume in January.

Thanksgiving Story Time

Wednesday, November 25, 10 – 10:30 am

Join us on Facebook Live for this special story time for all ages.

Minecraft Club: Java Edition and Bedrock Edition (two separate groups, attending simultaneously)

Wednesday, December 2, 4 - 5 pm

Join VPL Youth Services on our very own Minecraft Server! Explore, build, and play in a safe and secure Minecraft world! Connect with Dusty to work on collaborative projects and explore an all-new map with exciting biomes and treasures.

Fandom Makers

Monday, December 7, 3 – 3:30 pm – Pokemon

Mary will create craft bags based on different fandoms and will lead the making of the crafts on Facebook Live. Ages 6 – 11.

Tween Craft

Wednesday, December 9, 4 – 5 pm – Gnomes

Participants pick up the supplies for this program one week in advance through curbside service or inside the express library, then follow along with Mary and/or Leah as they direct the craft. Ages 8 – 11.

Favorite Books and Bites

Thursday, December 17, 4 – 5 pm – Amulet

Replacing Read It and Eat from the summer, Amy will lead a discussion about a favorite author or series (no special reading required in advance). Bags will be created and distributed with related activities, crafts and snacks. Ages 8 – 11.

Ballet Story Time

Monday, December 21, 9:30 – 10 am

Enjoy stories, songs, and activities about ballet!

Winter Reading Program

January 1 – 31

Trudy, Leah, Mary and Julie are working together to develop a Winter Reading Program using Beanstack. Participants of all ages will choose from different activities, many focused on well-being, winter or reading, with each activity earning a ticket entry for a local gift card.

Teen Events:

Teen D&D (1 group)

Wednesdays, 3:30 – 5:00 pm

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

October 29; Attendees: 5

November 5; Attendees: 5

November 12; Attendees: 3

November 19; Attendees: 3

Take-home Escape Room

Tuesday, October 27

Patrons picked up packaged escape room kits and played them at home. One person hid clues and gave hints, while others found the clues and solved them.

35 kits were picked up.

Total attendees (Adult/Teen/Child): 140

Teen Craft

Wednesdays, 4:00 – 5:00 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.

October 28; attendees: 15 (Creepy Plants)

November 14; attendees: 21 (String Lights and Stress Balls)

DIY SFX Tutorial: Blood, Wounds, and Scars

Recommended for ages 13+. Viewers could join Mary and Leah in practicing some gruesome special effects makeup made from simple materials.

Attendees: 11

Teen Writing Club

Mondays, 4:00 – 5:00 pm

Teens discussed what makes an engaging opening for a story and wrote short stories using opening book sentences as a prompt. Then they shared their writing and gave feedback to each other.

November 2; attendees: 7

November 16; attendees: 5

Teen Watercolor

Wednesday, November 4, 4:00 – 5:00 pm

Teens picked up a free watercolor kit from the library and learned some basic watercolor techniques, while socializing with other kids.

Attendees: 8

Teen Escape Room

Tuesday, November 10, 4:00 – 5:00 pm

Looking at a shared screen with clues, teens used critical thinking skills to solve puzzles and open locks as a team.

Attendees: 3

Teen VAHS Virtual Visit

Wednesday, November 18, 1:15 – 1:35 pm

For their unit on Community Helpers, I spoke with a Special Education class about what I do as a Youth Services Librarian. I showed them how I read a book, use puppets, and sing songs, and I answered questions.

Attendees: 15

Upcoming Teen Events:

Teen D&D

Thursdays, 4:00 – 5:30 pm

Teen Writing Club

Mondays, 11/30, 12/14, 4:00 – 5:00 pm

Join other teens for a social workshop where you can work on craft, share stories, and get feedback from other aspiring authors.

Teen Watercolor

Wednesday, November 4, 4:00 – 5:00 pm

While socializing, explore different watercolor techniques together after receiving a kit from the library.

Teen Escape Room

Tuesday, December 8, 4:00 – 5:00 pm

Work as a team to solve puzzles and open virtual locks!

Teen Craft: Gnomes

Wednesday, December 9, 4:00 – 5:00 pm

Pick up craft supplies from the library, and then follow along with a live video, so you can ask questions, interact, and listen to Mary and Leah answer “Would You Rather” questions.

Adult Classes & Events:

Books ‘n Booze

Thursday, November 19, 6:00-7:00 pm

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.

Virtual discussion of *The Bear and the Nightingale* by Katherine Arden

Attendees: 13

Distance Learning English Classes for Adults

Mondays, 6:00-8:00 pm

Students learned English speaking and communication skills.

October 26: 12 attendees

November 2: 9 attendees

November 9: 12 attendees

November 16: 11 attendees

Go Big Read Book Discussions – Virtual

Thursday, October 29, 1:00-2:00 pm

Two students from the iSchool at UW-Madison led a discussion of the 2020-2021 UW-Madison Go Big Read selection, *Parkland: Birth of a Movement*.

Attendees: 11

Go Big Read Book Discussions – Virtual

Tuesday, November 10, 7:00-8:00 pm

Wednesday, November 18, 7:00-8:00 pm

Two students from the iSchool at UW-Madison led a discussion of the 2020-2021 UW-Madison Go Big Read selection, *Parkland: Birth of a Movement*.

Attendees: 10, 14

Storm Water Basin Management Strategies - Virtual

Tuesday, November 17, 6:30-7:30 pm

Marty Cieslik, construction manager of Verona’s Public Works Department, provided information on plans to implement alternative management strategies at some of the 60 publicly owned and operated storm water basins and identified which basins have been selected for some of these alternative strategies.

Attendees: 10

Chocolate World Tour – Virtual

Wednesday, November 18, 6:30-7:30 pm.

Stan Kitson, chocolatier at Driftless Chocolates, guided a virtual chocolate tasting. He shared chocolate stories and unique regional flavor profiles from five counties along the Equator.

Attendees: 17

Upcoming Adult Classes and Events:

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.

January 28, 2021-*Maggie Murders* by Anthony Horowitz

Boost Your Brain Health (COVID-19 Edition) – Virtual

Tuesday, December 1, 6:30 - 7:30 p.m.

Learn about brain basics, threats to brain health, and ways to reduce your risks for cognitive decline and dementia from the Alzheimer's & Dementia Alliance of Wisconsin. Explore the six paths to brain health and wellness in the context of COVID-19.

Racial Disparity in Academic Achievement – Virtual

Thursday, December 3, 6:30 - 7:30 p.m.

Dr. Gloria Ladson-Billings, professor emerita at the UW-Madison, will call for us to consider a “hard reset” where we re-think what it means to educate all students. Dr. Ladson-Billings will discuss a series of strategic questions to help us think through new ways of educating and preparing ALL students.

Presented in partnership with UW-Madison Badger Talks.

The Lincoln Street Storm Water Basin - Virtual

Tuesday, December 8, 6:30 – 7:30 p.m.

Learn about the new storm water detention basin to be located near City Hall. Marty Cieslik, Verona's Public Works Department, will provide information on the basin. Cieslik will provide information on how the basin will provide storm water treatment for a significant portion of the older part of Verona, which was built before the storm water management was identified as a need.

Outreach Events

Virtual Preschool Story Times: Our Redeemer and Hometown Preschool

Wednesday, November 4 and Wednesday, November 19, 9:30 a.m.

Virtual songs and stories for preschoolers.

Attendees: 20, 13

Virtual Senior Center Book Group

Wednesday, November 11, 10:00-11:00 a.m.

The group read *The Art of Racing in the Rain* by Garth Stein.

Attendees: 5

Four Winds Book Group

Tuesday, November 17, 10:00-11:00 a.m.

The group met virtually to discuss *Lost Roses* by Martha Hall Kelly.

Attendees: 5

DRAFT 2021 Goals - Stacey Burkart

Goals and Objectives for the Verona Public Library in the 2021 Budget

- To offer as much service as safely possible in the midst of an ongoing global pandemic and return to regular library hours and services when conditions allow.
- To increase library programming that focuses on racial equity and social justice.

Administration:

1. Continue policy reviews & revisions. Complete a review of the Inclement Weather, Circulation, and Collection Development policies by the end of 2021.
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 and solicit feedback on library services from the public via survey.

Collection Maintenance:

1. Supervise and support the completion of a diversity audit in the adult and children's fiction collections.
2. Supervise the completion of the biannual inventory of the library collection.

Library Service:

1. Maintain 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 2021.
5. Identify programs, exhibits, or services for the 2021 endowment disbursement, one focus will be on the topic of racial diversity, equity, and inclusion.
6. Fundraise \$10,000 for the library Endowment Fund by the end of 2021.

7. Continue to write quarterly columns for the Verona Press that focus on literacy or library related topics.

Facilities Management:

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

Verona Public Library

Epidemic & Library Health Emergency Policy

I: Purpose

To establish a protocol that will be used in the event of an epidemic or declared public health emergency. The library should plan for staff being unable to report to work in the event of a serious infectious disease outbreak. In addition, during an epidemic or health emergency organizations may be required to take measures to help slow the spread of illness such as closing by order of Dane County public health officials. It is important to ensure that core business activities of the library can be maintained with limited staff and reduced hours as determined by the Library Director.

II: Definitions

This plan differs from a general emergency preparedness policy or procedure. With an emergency preparedness policy, there is an assumption that staff will return to the building or begin recovery work almost immediately after the event or crisis (such as after a fire or storm). If there is a serious infectious disease outbreak, recovery may be slow and limited staff, services, and hours may be necessary for several weeks or more.

Epidemic – A disease affecting many persons in a specific locality at the same time, and spreading from person to person in a locality where the disease is not permanently prevalent.

Library health emergency – The state of affairs in which there are not enough healthy library staff to maintain normal hours of operation.

Employees and staffing level – Permanent part time and permanent full time library staff as defined in the City of Verona Personnel Policy. This does not include library volunteers.

III: Library Closure

The Verona Public Library may temporarily close because of an epidemic or library health emergency in the event that any of the following occur:

- A. The City of Verona facilities or offices close because of a health emergency.
- B. A mandate, order, or recommendation for closure is issued by Dane County public health or other government officials.
- C. The Verona Area School District (VASD) closes schools because of an epidemic.

At the discretion of the Library Director, the Verona Public Library may temporarily close, reduce its operating hours, or limit services in the event that there is insufficient staff to maintain basic service levels.

In the event of closure, due dates and holds pickup dates for library materials will be adjusted so that no lost charges are assessed and holds do not expire on dates in which the library is closed. The exterior book drop will be kept open and cleared periodically as long as possible.

The Library may reopen to the public even if VASD schools remain closed if cleared to do so by the Public Health Madison & Dane County and the City of Verona.

IV: Minimum Staffing Level to Remain Open

If Dane County public health officials allow public facilities to remain open during or reopen following a public health emergency, the Library must maintain a minimal level of staff in order to be open to the public. Minimum staffing level for a temporary period of time is defined as four healthy staff members available to be present at the library during all open hours with a maximum 8 hour workday and 40 hour workweek per employee. Thus, at least eight healthy desk staff must be available to keep the library open for its regular daily hours Monday – Friday, and at least four available for regular weekend hours.

An inability to maintain this temporary minimal level will result in reduced hours or closing the library. Also, the necessity to maintain this temporary minimal level for more than five consecutive days will also result in reduced hours or closing the library.

The absence of healthy library staff will determine the ability to carry out services and maintain open hours. At the library director's discretion, this may include:

1. Cancelling programs, special events, and meeting room reservations.
2. Reassigning employee duties and shifts.
3. Reducing open hours if the number of employees falls below minimum levels.
4. Closing the library for one or more days.

If the Library is open, employees are expected to report to work on time as scheduled, excluding any excused absences following the City of Verona's sick leave policy. In the event of sudden closure and healthy library employees are sent home from work, those employees shall work from home where possible. Staff may also be voluntarily temporarily reassigned to work in other city departments.

V: Communication

The library director will notify the library board of any changes in services or hours related to an epidemic or health emergency. Any changes in the library's open hours to the public will be communicated via the library's website, social media accounts, and phone messages.

VI: Prioritization of Services

If reduced staffing, hours, or services are required, employees shall perform priority responsibilities that most directly impact patrons prior to any other work tasks.

Priority responsibilities shall follow this order, with safety being a priority:

1. Direct patron assistance, e.g. check out, issuing library cards, computer and information assistance.
2. Processing incoming holds, check in, incoming delivery returns, shelving.
3. Processing holds, shelf action lists, pick lists.
4. Submission of payroll, processing bills for payment, preparing for and holding Library Board meetings.

Individual responsibilities outside of those described shall be completed after prioritized tasks if time permits, performing those duties with a deadline or significant impact first. Employees should consult with the Director or designated administrative authority to determine staffing area assignment and which individual work tasks should take priority, or in the event that they feel a responsibility not listed here requires urgent attention.

VII: Employee Absences

The City of Verona's Personnel Policy outlines the sick leave policy. This policy shall continue to be followed in the event of an epidemic or library health emergency.

VIII: Responsibility for Library Operations

If, for any reason, the Library Director is unable or unavailable to perform the responsibilities and decisions outlined in this policy, administrative authority for this policy and all library operations shall fall to the Assistant Director.

Library Board approved June 3, 2020