

AGENDA

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

**Wednesday, December 4, 2019, 6:30 p.m.
Library Conference Room**

Call to order

- Approval of the Regular Meeting Minutes of 11/6/19
- Review and approval of November 2019 invoices
- Public Comments
- City Council Liaison's report
- Library Director's report
- Old Business
- New Business
 1. Discussion and possible action regarding Bulletin Board Policy
 2. Discussion and possible action regarding the Legal Records Custodian Notice
 3. Discussion of the WI Dept of Public Instruction's Inclusive Services Assessment

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

Wednesday, November 6, 2019, 6:30 p.m.
Library Conference Room

Present: Conwell, Huemmer, Sohail, Ryan, Hopp, Cronin, Kurth , Burkart
Guest: Trudy Lorandos

Call to order:

Hopp called the meeting to order at 6:33 p.m.

Approval of Minutes:

A motion was made by Cronin, seconded by Huemmer to approve the Regular Meeting Minutes of 10/02/2019. Motion carried.

Review and Approval of Invoices:

A motion was made by Kurth, seconded by Huemmer to approve the October 2019 invoices. Motion carried.

Public Comments:

None

City Council Liaison Report:

Cronin updated the board regarding the city annual budget. She reported that this has been a very tough year in terms of the budget, however, the library budget will be approved as submitted. The budget will be finalized during the next city council meeting.

Library Director's Report:

Burkart reported that all the libraries will carry a single copy of all the eBooks published by Macmillan Publishers starting November 1, 2019. She also updated the board that the city council is considering implementing background checks for all the volunteers at the library and other departments. Burkart also shared the draft for the city public safety policy for warming and cooling centers. She also reported about the installation of a new printer at the library.

Old Business:

1. *Discussion of 2020 library budget: A motion was made by Huemmer, seconded by Cronin to approve the 2020 library budget as submitted. Motion Carried.*

New Business:

1. *Discussion and possible action regarding the 2020 Verona Public Library Endowment Disbursement:*

Library adult program coordinator Trudy Lorandos shared the details of Wolves and Wildlands in the 21st Century Traveling Exhibition at the library that will include 5 wolves and 1 coyote exhibits. The total cost for 8 weeks of exhibition, shipping and handling of the exhibits and arrangements of the programs related to the said exhibits will be \$7398.54. A motion was made by Kurth, seconded by Huemmer to approve the disbursement of Library Endowment Fund for Wolves and Wildlands in the 21st Century Traveling Exhibition. Motion carried.

2. ***Discussion and possible action regarding the 2020 Library Hours and Planned Closures:*** A motion was made by Conwell, seconded by Kurth to approve the 2020 Library Hours and Planned Closure dates as submitted. Motion Carried.
3. ***Discussion and possible action regarding the Library Assistant/Outreach Assistant job description:*** A motion was made by Sohail, seconded by Conwell to approve the Library Assistant/Outreach Assistant job description as submitted. Motion Carried.
4. ***Discussion and possible action regarding Reference Library Assistant job description:*** A motion was made by Sohail, seconded by Kurth to approve the Reference Library Assistant job description as submitted. Motion Carried.
5. ***Discussion and possible action regarding Reference Librarian/Communications Coordinator job description:*** A motion was made by Conwell, seconded by Huemmer to approve the Reference Librarian/Communications Coordinator job description as submitted. Motion Carried.

Adjournment: Meeting adjourned at 7:18 p.m.

VERONA PUBLIC LIBRARY
DIRECTOR'S REPORT
November 2019

I. Collection Development

The library has recently added video game consoles and a projector for 14 day check out.

Number of items added and deleted in October 2019:

Item Type	Added	Deleted
Books	826	1179
Audio	158	3
Software	4	98
Video/DVD	60	3
Other (kits, etc.)	5	1
Magazines	147	75
TOTAL	1200	1359
YTD	11535	9979

II. Circulation

The staff and public side of the library catalog will be offline from 9pm on Friday, December 6 until Tuesday, December 10. During this down time, patrons and staff will not be able to access the LinkCat, renew materials, place new holds, have returned materials checked in. The library will remain open, items can be checked out at the front desk, and holds can be picked up. The computer lab and digital resources like OverDrive will be available during the downtime.

Circulation statistics for October 2019:

Self-check-outs	30,629
Total check-outs	46,108
Self-check-outs vs. desk	82.92%
Nov. 2018 vs. Nov. 2019	-2.10%
Check-ins	80,360
Library cards added	110
Holdings placed	11,919

III. Reference

Three people have used the personal archiving lab since its launch in October with several more people expressing an interest.

Statistics: October 26 – November 20, 2019

Reference: 1758 regular transactions, 182 directional
Children's Reference: 563 regular transactions, 108 directional
Proctoring: 7 exams proctored
Outer Library Loans: 46 requests
One-on-One Instruction: 44

Social Media Engagement:

Facebook: 2,906 followers, 64 posts/events
Twitter: 1,714 followers, 55 tweets
Instagram: 1,054 followers, 3 posts
Events Newsletter A: 12,211 recipients
Events Newsletter B: 12,200 recipients

IV. Personnel and Staff Development

Dain Frisby-Dart is joining the staff as a part-time Library Assistant (40%) on December 2.

Theresa conducted a Page II meeting on Wednesday, October 30.

Julie participated in a webinar called "Top Thirteen Tips for How to Be a BAD Selector" on October 30.

V. Equipment and Physical Facilities

There have been some issues with the light timer that controls the interior and parking lot lights. Verona Electric has reprogrammed the timer and that may resolve the problems.

VI. Administration and Internal Operations

This month we have been preparing for the migration to the new library system software, Bibliovation, and the three days of down time from Dec. 7-10. All library materials will be shelved before closing on Dec. 6 and no returned items will be able to be checked in until the new system is up and running on Dec 10.

Stacey and Emma are preparing job ads for the new positions in the reference department that we will be adding in 2020.

Stacey and the library managers have been working through the WI Department of Public Instruction's *Inclusive Services Assessment and Guide for Wisconsin Public Libraries* and identifying areas where the library can improve service.

VII. Marketing and Public Relations

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

Emma created text and slides to alert patrons to the pending migration and LINKcat downtime.

VIII. System and Interagency Cooperation

Several staff members have been attending SCLS trainings for the upcoming library systems software migration in December.

Theresa attended the Collection Maintenance Subcommittee meeting on Wednesday, November 13.

Emma attended two Bibliovation Migration PR Work Group meeting at SCLS headquarters. Emma also attended a Discovery Interface Subcommittee meeting on Wednesday, November 20.

Leah attended a teen/tween services roundtable with youth staff from several Madison-area libraries.

IX. Fundraising

The library has raised \$228,250 to date for the library endowment fund held at Madison Community Foundation. The end of year mailing asking for donations to the library endowment fund will go out in early December, last year's mailing resulted in \$22,500 in donations.

X. Events, Programs and Exhibits

Kid's Events and Programs:

1000 Books before Kindergarten

19 kids signed up for the 1000 Books program in the past month, bringing the total number of registrants to 2151.

The late fall story time session runs from November 4 – December 6.

Seasonal Changes: Autumn

Saturday, October 26, 10:00-11:00 am

Storytelling naturalist Coral Conant Gilles is a wonderful storyteller, yet this event didn't draw many participants.

Attendees: 6

Costume Dance Party

Tuesday, October 29, 10:00–11:00 am

Geared to ages 0 – 5.

Attendees: 199

Child Development Story Time: Monsters

Thursday, October 30, 10:00-10:30 am

Presented by therapists from CI Pediatric Therapy Centers. For all ages and their caregivers.

Attendees: 19

The Young and the Restless

Friday, November 1 and 15, 10:00-11:30 am

Play time with large motor skill activities in the community room.

Attendees: 95, 68

Baby Play Time

Friday, November 1, 10:30-11:30 am

Unstructured play and social time for babies and their caregivers. Enjoy books, music, and developmentally appropriate toys. Ages 0-18 months.

Attendees: 22

Hamilton Sing-along

Saturday, November 2, 1:00-3:30 pm

A small but vocal group of Hamilton fans of various ages sang along to the soundtrack of the Hamilton musical.

Attendees: 11

Magic the Gathering Trading Card Game

Wednesday, November 6, 4:00–5:00 pm

Attendees: 0 – cancelled due to staff illness

STEAM Story Time

Saturday, November 9, 10:00–11:00 am

This month's STEAM-based story time featured special guest Feathered Friends Sanctuary and Rescue. Geared for ages 4-6. Christi did some extra promotion of this event.

Attendees: 92

Family Fort Night

Tuesday, November 12, 6:30-8:00 pm

Families made forts in the children's area and enjoyed walking s'mores (Golden Grahams, mini-marshmallows and chocolate chips).

Attendees: 57

Tween Dungeons & Dragons

Wednesday, November 13, 4:00–5:30 pm

Fantasy and Adventure awaited in 5th edition Dungeons & Dragons. All skill levels welcome! Ages 8 - 11.

Attendees: 12

"Frozen" Sing-Along

Friday, November 15, 4:00–5:45 pm

Kids, many in Elsa costumes, sang and danced along during the musical numbers while enjoying "Frozen."

Attendees: 140

Frozen Story Time

Saturday, November 16, 10:00–11:00 am and 1:00-2:00 pm

Elsa and Anna presented stories, songs, and activities to celebrate the upcoming release of Frozen 2. All ages. We provided ASL interpretation for a child at the 10:00 story time. We also added a second story time based on Facebook responses to this event, and moved the crafts to the children's area and story room.

Attendees: 257, 96

Tweens Craft: Cat Tie Blankets for Angel's Wish

Tuesday, November 19, 4:00–5:00 pm

Attendees: 10

Kids Yoga

Wednesday, November 20, 1:30–2:00 pm

Presented by CI Pediatric Therapy Centers. Geared to ages 2 - 6.

Attendees: 14

Pokémon Club

Wednesday, November 20, 4:00—5:00 pm

Our second club was even more popular than the first. Ages 6-11.

Attendees: 37

Dog Man Party

Saturday, November 23, 10:00-12:00 pm

Celebrate the upcoming Dog Man book with snacks, crafts, and activities. All ages. Community Room.

Attendees: 244

Upcoming Kids' Events:**Minecraft Club**

Wednesday, November 27, 4:00—5:00 pm

Build in creative mode! Grades 1 - 6. Please register in advance. Community Room.

Magic the Gathering Trading Card Game

Wednesday, December 4, 4:00—5:00 pm

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

The Young and the Restless

Friday, December 6 and 20, 10:00-11:30 am

Play time with large motor skill activities in the community room.

Chinese Story Time and Crafts

Saturday, December 7, 10:00—11:00 am

Increase your cultural understanding and Mandarin Chinese skills during this bilingual program featuring Eric Carle's classic, The Very Hungry Caterpillar. Enjoy interactive story time, language practice, songs, crafts, and refreshments with Verona Area International School (VAIS) teacher Lumei Huang, and several Chinese immersion students. All ages welcome. Community Room.

Robotics Day

Saturday, December 7, 1:30—3:30 pm

Phoenix FTC Team 10686 presents Robotics Day, with hands-on activities for kids to learn about First Tech Challenge, First Lego League and robots. All ages. Community Room.

Kids Craft: Salt Snowflakes

Tuesday, December 10, 4:00—4:30 pm

Make a salt snowflake picture. Ages 6-8. Please register in advance. Community Room.

Tween Dungeons & Dragons

Wednesday, December 11, 4:00—5:30 pm

Fantasy and Adventure await in 5th edition Dungeons & Dragons. All skill levels welcome! Ages 8 - 11. Community Room.

Intro to Gymnastics

Friday, December 13, 9:30-10:00 am, 10:15-10:45 am, 11:00-11:30 am

Join instructors from Gymfinity in Fitchburg to learn what an entry-level gymnastics class for kids is like. Ages 15 months - 4 years. Please choose one session when you register in advance. Community Room.

Baby Play Time

Fridays, December 13, 20, and 27, 10:30-11:30 am

Unstructured play and social time for babies and their caregivers. Enjoy books, music, and developmentally appropriate toys. Ages 0-18 months. Story Time Room.

STEAM Story Time

Saturday, December 14, 10:00–11:00 am

Join us for STEAM-based story time with science and art activities. Geared for ages 4-6. All are welcome to attend. This month's theme: Reptiles with special guest Madison Area Herpetological Society. No registration. Community Room.

Tweens Craft: Arm Knit Cowls

Monday, December 16, 4:00—5:30 pm

Ages 9-11. Please register in advance. Community Room.

Kids Yoga

Wednesday, December 18, 1:30–2:00 pm

Presented by CI Pediatric Therapy Centers. Geared to ages 2 - 6. Community Room.

Pokémon Club

Wednesday, December 18, 4:00—5:00 pm

Join fellow Pokémon fanatics for a Pokémon related activity each month. Bring your Gameboy, Switch, or learn to play the trading card game and compete against other kids! Bring your own deck or borrow one of ours. Ages 6-11. Community Room.

Stuffed Animal Sleepover

Thursday, December 26, 9:00 am-9:00 pm

Drop off your stuffed animal at the children's desk for a fun, overnight adventure! Pick it up any time the next day. You can catch a slide show showing the stuffed animals' adventures before the "Toy Story 4" movie showing on Friday. Community Room.

Open Art Studio: Snow

Thursday, December 26, 10:00-11:30 am

Drop in and get creative with different art projects. No registration required. Ages 3-10. Community Room.

Family Movie: Toy Story 4

Friday, December 27, 1:30-3:15 pm

Rated G. Snacks provided. Community Room.

Bonus feature: slide show from the stuffed animal sleepover!

Family Fort Night

Tuesday, December 30, 6:30-8:00 pm

Come set up your fort, enjoy some walking s'mores, and crawl in for an evening of reading together in the children's area. Some sheets and clips will be provided. You are welcome to bring your own sheets or lightweight blankets for building your fort.

Noon Year's Eve Party

Wednesday, December 31, 11:00 am-12:00 pm

Celebrate the end of 2019 and the beginning of 2020 with dancing, activities, and refreshments! All ages! Throughout the library.

Teen Events:

Anime/Manga Club

Thursday, 4:00 – 5:30 p.m.

Activities: watched Anime, made stop motion videos

November 7, Attendees: 2

Teen Gaming

Thursday, 4:00 – 5:30 p.m.

Teens played board games and card games, competed in Nintendo Switch games, and played old-school games on a Super NES.

October 31, Attendees: 2

November 21, Attendees: 3

Crafty Monday

Monday, November 11, 3:00 – 8:00 p.m.

Teens decorated mugs with Sharpies.

Attendees: 43

Teen D&D or Tabletop Games

Thursday, November 14, 4:00 – 5:30 p.m.

Teens played a cooperative adventure game based on storytelling and dice rolling.

Attendees: 7

Haunted Fire Ring

Wednesday, October 30, 7:00 - 8:30 p.m.

We read horror stories while making s'mores at a small cooking fire behind the library.

Attendees: 1

Upcoming Teen Events:

Crafty Monday

Monday, December 16, 3:00 – 8:00 p.m.

Stop by Teen Central for DIY projects. Create throughout the week, as supplies last.

Teen D&D or Tabletop Games

Thursday, December 12, 4:00 – 5:30 p.m.

Fantasy and adventure await in 5th edition Dungeons & Dragons. All skill levels welcome! We'll also have a variety of tabletop games available.

Teen Gaming

December 26, 4:00 – 5:30 p.m.

Snack and play board games, face off on the Nintendo Switch or Wii, or bring your own device!

Adult Classes & Events:

National Novel Writing Month Write In

Are you working on a novel for NaNoWriMo? Join us at the library for a write in. Drop in for a while or stay the whole time, enjoy some refreshments, meet other writers in the area, and work towards your writing goal.

November 7, attendees: 4

November 12, attendees: 8

November 21, attendees: 7

English Classes for Adults

Mondays, 6:00–8:00 pm

Participants learned English communication skills. The library provided free childcare to children.

November 4, attendees: 6

November 11, attendees: 5

November 18, attendees: 7

November 25, attendees: 5

Getting to Know Medicare

Tuesday, October 29, 6:30–8:00 pm

Jesse Grutz, of Grutz Financial, presented information on Medicare and answered questions.

Attendees: 13

First Words, First Draft--First Book

Wednesday, October 30, 6:30–7:30 pm

Authors Peggy Williams and Mary Joy Johnson discussed how to get started on your novel or memoir and what to do once the first draft is completed.

Attendees: 7

Reverend Virtual Reality Tour: Beautiful Sky and All Its Wonders

Monday, November 4, 10:00–10:30 am

Alasa Wiest, Program Manager at the Verona Senior Center, guided participants through an immersive 360-degree virtual reality experience of a time-lapse sunset, a solar eclipse, and the Aurora Borealis.

Attendees: 6

HAMILTON: How a Musical about History is Making Musical History

Monday, November 4, 6:30–7:30 pm

Sarah Marty, Faculty Affiliate at the UW-Madison Division of the Arts, discussed how both Hamifans and those new to HAMILTON will enjoy learning more about this award-winning show.

Attendees: 65

Google Like a Librarian

Tuesday, November 5, 6:00 – 8:00 pm

Learn how to make searching the Internet easier! This class will cover some ways to make your Internet searches more effective. It'll also show you resources to help you navigate the world wide web and ensure you're finding the newest, most accurate information.

Attendees: 9

Blood Pressure, Blood Sugar, and Fall-Prevention Screenings

Wednesday, November 6, Drop in between 10:00–11:00 am

Fitch-Rona EMS was not available and cancelled. Capitol Physical Therapy was available and provided fall-prevention screenings.

Attendees: 2

Memory Screening

Thursday, November 7, 1:30–4:30 pm

Joy Schmidt, Dementia Care Specialist from the Aging & Disability Resource Center, provided free 20-minute, confidential screenings. She also shared information about memory, memory clinics, brain health, and local resources.

Attendees: 5

Attracting Birds to Your Yard

Monday, November 11, 6:30 – 7:30 p.m.

Patrick Ready, from the Wisconsin Society for Ornithology, discussed what to plant in your yard to create an inviting environment for birds.

Attendees: 22

Lighthouse Keeping

Tuesday, November 12, 6:30–7:30 pm

Dave and Rhonda Mossner of Verona spent a week running the Mission Point Lighthouse as volunteers. They shared their experience and the photos they've taken while visiting nearly 100 lighthouses on Lake Michigan, Huron, and Winnebago.

Attendees: 18

Appy Hour – News Curation Apps

Wednesday, November 13, 6:30–8:00 pm

Join us every second Wednesday of the month to learn about useful, fun, and free applications you can download to your smart device. Each meeting will focus on apps related to a particular topic. After that there will be time to ask general questions and learn more about how to use your smart phone or tablet.

Attendees: 1

Stop the Bleed Training

Thursday, November 14, 7:00–8:00 pm

Fitch-Rona EMS taught how to provide initial care and bleeding control to a victim of traumatic injury prior to the arrival of skilled help or in an austere environment.

Attendees: 6

NERF or Nothing

Friday, November 15, 6:30-8:00 pm

Join us for an indoors, after hours program for adults (ages 18+ only) to play fast-paced, team building games featuring NERF blasters.

Attendees: 9

Furoshiki – Fabric Wrapping

Monday, November 18, 6:30-8:00 pm

Mark Cullen, reference librarian, taught the ancient Japanese art of fabric wrapping belongings, or gift items, dating back to the 6th century by using a simple square of fabric.

Attendees: 14

Dye It, Bling It, Wear It!

Wednesday, November 20, 6:30 - 8:00 pm

Jane Foos, Fiber Artist, taught how to dye an infinity silk scarf with translucent dyes that set without chemicals or steaming.

Attendees: 11

Upcoming Adult Classes and Events:

NERF or Nothing

Friday, December 20, 6:30-8:00 pm

Join us for an indoors, after hours program for adults (ages 18+ only) to play fast-paced, team building games featuring NERF blasters.

Rendever Virtual Reality Tour: Seasonal Travel

Monday, December 2, 10:00–10:30 am

Take a virtual tour to the Rockefeller Center tree and the European Holiday Market. Take a scenic chairlift ride, go skiing in the Rockies, and, if we have time, go to Iceland. Alasa Wiest, Program Manager at the Verona Senior Center, will guide you through an immersive 360-degree virtual reality experience.

Registration required. Limited to six participants.

Celebrate the Holidays with the Madison Flute Club

Tuesday, December 3, 7:00-8:00 pm

'Tis the season to join the Madison Flute Club for a selection of carols and other seasonal tunes. Enjoy the sounds of a variety of flutes, including the piccolo, c flute, alto flute, bass flute, and contrabass flute.

How to Stay Comfortable and Safe While Saving Energy This Winter

Wednesday, December 4, 6:30-8:00 pm

Come learn what is fact or fiction when it comes to saving energy this winter! Laura Paprocki of MGE will discuss possible improvements, dispel myths, and answer any questions you have when it comes to your home's energy use. Paprocki has done thousands of home energy audits and consultations on home improvements, come discuss simple or complex ideas about energy use in your home.

Verona Area High School Winter Music Recital

Thursday, December 5, 5:30-6:30 pm

Soloists and small groups of Verona Area High School music students will perform music for the season.

Senior Case Management Outreach

Monday, December 9, Drop in between 1:00–2:00 pm

A case manager, from the Verona Senior Center, will answer questions and provide resources for you or your aging loved one. Information on Medicare, homecare, housing assistance, financial resources, and more will be available. Contact Becky Losby or Julie Larson at the Senior Center at 845-7471 with questions.

Hygge at the Library

Monday, December 9, 6:30-8:00 pm

Cozy up to the hot chocolate bar and learn to make a simple six-point beaded star. Take a break from hectic routines and learn to pronounce this Danish/Norwegian word. Registration required. Class size limited to 16 participants.

Learn Hands-Only CPR

Thursday, December 12, 6:30–8:30 pm

Did you know that 70 percent of out-of-hospital cardiac arrests happen in homes? Statistically speaking, if you're called on to give CPR in an emergency, you'll most likely be trying to save the life of someone you love. In as little as 15 minutes, Fitch-Rona EMS paramedics will teach you how to do hands-only CPR and use an automated external defibrillator. Registration required. Class size limited to 10 participants.

Wood Carving for Beginners

Monday, December 16, 6:30-8:30 pm

Capitol Area Carvers of Wisconsin club members will be guest instructors of this hands-on program. You will carve a bird to take home. All materials will be supplied. Registration required. Class size limited to 20 participants.

"Stained Glass Dragonfly" Charcoal Drawing

Wednesday, December 18, 6:00-8:30 pm

Explore the fun of drawing with charcoal. Instructor and artist Robert Gorder will provide step-by-step instructions. Take home your masterpiece charcoal drawing, a mat, and a protective sleeve. No drawing experience required. All supplies will be provided. Registration required. Class size limited to 30 participants.

Exhibits:

Immigration: An American Story Traveling Exhibition

February 13 – March 12, 2020

This exhibition presents documents, maps, and images to tell select stories of those who came to America, some by coercion and others by choice in search of a better future for themselves and later generations.

Faces of Railroading: Railroads and the Making of Madison and Dane County Traveling Exhibition

March 16 – April 10, 2020

This exhibit looks at the historic role railroad workers have played in Dane County through compelling images of the past and present. In addition, the exhibit explores the changing geography of Madison in relation to the railroad. The Center for Railroad Photography & Art (www.railphoto-art.org) and the Verona Public Library have collaborated to present this exhibition.

XI. Outreach

Outreach story times:

Total daycare story time presentations: 12

Total Sensory Friendly story times: 4

Community Helpers Story Time: Police

Wednesday, October 30, 9:30 and 10:30 am

These two story times at City Hall featured a guest police officer and a squad car on site.

Attendees: 9, 13

Main Street Trick or Treat

Thursday, October 31, 3:30–5:00 pm

Julie and Marissa handed out bookmarks and candy at this annual event.

Attendees: 238

Noel Manor Book Group

Friday, November 1, 10:30–11:30 am

Marissa met with the book group at Noel Manor for the first time and led a discussion of *Me Before You* by Jojo Moyes.

Attendees: 7

Verona Kids Expo

Saturday, November 2, 9:00 am–2:00 pm

The library had a booth at this annual event hosted by the school district.

Attendees: 179

YMCA Afterschool Program: Glacier Edge, Stoner Prairie, Sugar Creek, Country View, and Olson

Mondays and Tuesdays, November 4, 5, 11, 18, and 19, 3:45–4:30 pm

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

Attendees: 23, 19, 18, 21, 45

Stoner Prairie Nakoma Heights Club

Wednesday, November 6, 4:00–5:00 pm

Books for checkout at this afterschool program. Two students got library cards.

Attendees: 8

Kind and Joyful Field Trip

Wednesday, November 13, 10:15–11:00 am

Kind and Joyful 4K students visited the library for a story time during the library-themed week in their curriculum.

Attendees: 20

Senior Center Book Group

Wednesday, November 13, 12:30–1:30 pm

The group discussed *Carnegie's Maid* by Marie Benedict. One new member attended.

Attendees: 9

Girl Scout Program

Thursday, November 14, 6:30–8:00 pm

A local Girl Scout troop visited the library to earn the Book Artist Badge. The girls learned about book mending, completed a scavenger hunt, and created their own artwork for a book page.

Attendees: 9

Four Winds Book Group

Monday, November 18, 2:00–3:00 pm

The residents discussed *The Love Song of Miss Queenie Hennessy* by Rachel Joyce. Illness kept several members from attending.

Attendees: 3

Prairie Oaks Book Group

Tuesday, November 19, 1:00–2:00 pm

The group read *Twelve Days of Christmas* by Debbie Macomber.

Attendees: 6

VASD Pre-K Screening

Wednesday, November 20, 3:00–5:00 pm

Books and library information were distributed to five families at district screenings for Pre-K students.

Attendees: 9

Badger Prairie Needs Network, Kids' Room

Thursdays, October 24 and November 7, 14, and 21, 2:30–4:00 pm

Crafts and stories at the Kids' Room at BPNN.

Attendees: 3, 2, 1, 2

Upcoming Outreach Events**Story Time at Willow Pointe**

Friday, November 22, 10:30–11:00 am

An intergenerational story time that featured pizza stories and songs at Willow Pointe Assisted Living.

Kids Express 4K Field Trips

Monday, November 25, 10:15–11:15 am

Students from Kids Express will visit for story time and a tour.

YMCA Afterschool Program: Glacier Edge, Stoner Prairie, Sugar Creek, Country View, and Olson

Mondays and Tuesdays, December 2, 3, 9, 16, and 17, 3:45–4:30 pm

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

Stoner Prairie Nakoma Heights Club

Wednesdays, December 4 and 18, 4:00–5:00 pm

Books for checkout at this afterschool program.

Noel Manor Book Group

Friday, December 6, 10:30–11:30 am

The residents will discuss *Winter Garden* by Kristin Hannah.

Verona Hometown Holidays

Friday, December 6, 4:30–7:00 pm

Marissa will be bringing crafts, books, and a game to the Senior Center for the Hometown Holidays tree lighting and chili supper.

Winter Story Time at Willow Pointe

Wednesday, December 11, 10:30–11:00 am

An intergenerational story time featuring winter stories and songs at Willow Pointe Assisted Living.

Senior Center Book Group

Wednesday, December 11, 12:30–1:30 pm

The group will be reading *Love and Other Consolation Prizes* by Jamie Ford.

Reindeer at Badger Ridge Middle School

Saturday, December 14, 2:00–5:00 pm

The library will have a craft and books at the Chamber of Commerce's reindeer event.

Four Winds Book Group

Monday, December 16, 2:00–3:00 pm

The residents will discuss *The Walk* by Richard Paul Evans.

VASD Pre-K Screening

Wednesday, December 18, 3:00–5:00 pm

Books and library information at district screenings for Pre-K students.

Stephens 4K Field Trips

Thursday, December 19, 9:00–10:00 am and Friday, December 20, 1:00–2:00 pm

Students from Glenn Stephens Elementary will be coming to the library for a story time and to look at books.

Badger Prairie Needs Network, Kids' Room

Thursdays, 2:30–4:00 pm

Sensory Friendly Story Time

Fridays, 9:15 am

Community Bulletin Board Policy

A limited amount of bulletin board space is available in the library to educational, cultural, or other non-commercial, non-sectarian civic groups for posting notices of meetings and other activities. No commercial notices for individuals or profit making organizations may be displayed.

All notices are subject to the following guidelines:

- All items must be dated.
- Only one copy of the same notice is allowed.
- Items may not be posted more than two weeks prior to the event.
- Due to space constraints, preference will be given to posters 8.5 x 11 and smaller.

All notices posted in the library become the property of the library and may be removed and discarded at any time. The library does not accept responsibility for returning notices and posters to their owners.

Library Board adopted on 4/2/2003

Revised on -- -- --

Community Bulletin Board Policy

~~A bulletin board is located in the lobby for use by the public and community organizations.~~

~~1. All notices are subject to the following guidelines:~~

~~• All items must be dated.~~

- ~~• Only one copy of the same notice is allowed. Both the appearance and the content of the notices must be suitable for use in the library public service area.~~
- ~~• Items may not be placed more than two weeks prior to the activity, event or meeting.~~
- ~~• Preference will be given to posters 8.5 x 11 and under due to space constraints.~~

~~2. The following types of notices will NOT be posted at the Library:~~

- ~~• Notices of religious activities unless they are announcing activities and events that are open to the general public. (potlucks, craft sales)~~
- ~~• Posters, petitions or other notices advocating a position on a public issue, petitions or political stance or philosophy.~~
- ~~• Items placed in order to obscure others.~~
- ~~• Notices, business cards or any other advertisements by for profit groups except those publicizing cultural, recreational or educational activities of interest to the community.~~
- ~~• Personal notices such as items for sale or rent or those advertising for services.~~

~~3. Library staff has full authority of the bulletin board:~~

~~Staff will monitor the bulletin board daily by removing old notices and items that are inappropriate or not allowed. Items posted too far in advance of the two-week period will also be removed. The library will not be responsible for an item removed by other parties, and all notices will be destroyed once the event/meeting has passed. Therefore, anything posted will not be returned.~~

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All notices are subject to the following guidelines:

- All items must be dated.
- Only one copy of the same notice is allowed.

- Items may not be posted more than two weeks prior to the event.
- Due to space constraints, preference will be given to posters 8.5 x 11 and smaller.

All notices posted in the library become the property of the library and may be removed and discarded at any time.

The library does not accept responsibility for returning notices and posters to their owners.

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Library Board adopted on 4/2/2003

Revised on -- -- --

Public Records Notice

Pursuant to Sec 19.34(1)

Wisconsin State Statutes

Legal Custodian of Records: The Library Director is the legal custodian for the Library Board and its records. In the event the Library Director is not available, the Assistant Director will serve as deputy custodian for records held by this office. Responses to requests will be made per the requirements of Sec. 19(4)(a) Wisconsin Statutes.

Requests for records may be made during administrative office hours (M-F) 9:00 am – 4:00pm:

By phone: 608-845-7180

In person or in writing: Verona Public Library, 500 Silent Street, Verona, WI 53593

Fees: Photocopies, 10 cents per page. Additional fees may be charged to reflect the actual costs of reproduction or mailing. Prepayment may be required for any requests for reproduction of documents where costs exceed \$20.

Please Note: An exception to the public records law is the statutory prohibition on release of records that identify an individual who uses a publicly funded library (Wisconsin Statutes Section, 43.30).

Library Board approved:

The Inclusive Services Statement from the Division of Libraries and Technology August 1, 2019

Wisconsin public libraries are places where everyone should be safe, welcomed, and respected in experiences including, but not limited to:

- Arrival at the building (transportation, physical accessibility, signage, hours of service, greetings by library staff)
- Intersections with library policies (getting a library card, using a computer, paying a fine)
- Perusal, use, and request of library materials (Wi-Fi access, collection diversity, individual privacy)
- Participation in library-sponsored or library-located events (marketing of events, time and location, transportation, registration, room set-up, novice-friendly vs. designed for frequent users)
- Interactions with library staff (body language, tone, diversity of library staff, proactive/reactive engagement)
- Passive and virtual interactions through library signage, webpages, displays, and marketing (readability, tone, diversity, accommodations).

The Division of Libraries and Technology interprets [Wis. Stat. sec. 43.24\(2\)\(k\)](#) "*Promotion and facilitation of library service to users with special needs*" to encompass **inclusive services**. Inclusive library services are holistic, spanning library policies, collections, space, and services. Inclusive services reflect equity and accessibility for all members of the community. Diverse communities are strengthened by libraries that intentionally develop and deliver services to individuals or groups for whom accessing and using the library is difficult, limited, or minimized.

The library director and board of trustees should provide awareness and leadership concerning the concept and implementation of inclusive services to library staff and stakeholders. Regional library systems should support member libraries in matters of compliance, and communicate such efforts through annual system plans and reports. The state library agency will provide consulting and collaborate with libraries and systems regarding inclusive services. Wisconsin public libraries serve everyone, and it is the duty of everyone in the service of Wisconsin public libraries to foster inclusivity.

The practice of providing inclusive services requires continuous reflection and ongoing dialog with and between library administration, staff, and members of the community, with particular emphasis on including the voices of those who are underserved, underrepresented, and underrecognized within the community. Efforts should respond to the assets and needs of non-library users and users alike. Attention to actual, versus perceived, assets and needs is paramount; i.e., a barrier perceived by library staff may or may not be an actual barrier experienced by the user.

On a concrete level, inclusive services should be visibly incorporated into all library services. The concept that libraries are for everyone should be evident through every point of access or interaction with the library. A person's race, ethnicity, age, citizenship, literacy level, ability, family structure, income level, health status, gender identity, sexuality, style of dress, familiarity with public libraries - or any other dimension of identity - should neither negatively influence nor interfere with access to library services.

When libraries honor the full diversity of their communities, communities thrive. Fundamentally, inclusive library services should be developed locally with and for all community members. Wisconsin public library system and state library staff should facilitate coordinated regional and statewide inclusive services training and consulting. Our common goal is to improve life and learning opportunities for all Wisconsin residents.