

**AGENDA**

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

**Wednesday, February 12, 2020, 6:30 p.m.  
Library Conference Room**

Call to order

- Approval of the Regular Meeting Minutes of 1/8/20
- Review and approval of January 2019 invoices
- Public Comments
- City Council Liaison's report
- Library Director's report
- Old Business
- New Business
  1. Discussion and possible action regarding the 2019 DPI State of Wisconsin Library Annual Report.
  2. Discussion and possible action regarding the Head of Technical Services job description
  3. Discussion and possible action regarding annual library director evaluation

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

**Wednesday, January 8, 2020, 6:30 p.m.**  
**Library Conference Room**

Present: 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 Kurth, seconded by Huemmer to approve the Regular Meeting Minutes of 12/04/2019. Motion carried.

**Review and Approval of Invoices:**

A motion was made by Sohail, seconded by Conwell to approve the December 2019 invoices. Motion carried.

**Public Comments:**

None

**City Council Liaison Report:**

Cronin updated the board regarding the RFP sent by the Community Development Authority to the developers for Sugar Creek property. The proposals are due back on March 30<sup>th</sup>. She also talked about some possible residential, commercial and community center development in the city. Cronin also updated the board regarding the upcoming spring elections on April 7<sup>th</sup>.

**Library Director's Report:**

Burkart reported that LINKcat web app for library is not working well and needs some technical assistance. She also reported that Department of Public Works will be doing some maintenance work at the library including addition of a kitchen area in the community room.

**Old Business:**

None

**New Business:**

*1. Discussion and possible action regarding the DCLS Agreement for Extension of Library Service. A motion was made by Kurth, seconded by Huemmer to approve the DCLS Agreement for Extension of Library Service. Motion carried. The agreement was signed by president Hopp and secretary Sohail.*

**Adjournment:** Meeting adjourned at 6:58 p.m.

## Head of Technical Services Job Description Verona Public Library

### Typical Responsibilities of Position

Reports directly to the Library Director. The Head of Technical Services is responsible for supervision, planning, and development of the Technical Services Team. The Head of Technical Services supervises all staff working on technical services duties, but has managing authority of the Library Pages as direct reports. ~~He/she is~~ They are part of the Library Management Team and works as a member of other cross-functional teams, such as Reference and Circulation. This position requires acting as building supervisor as needed.

### Duties/Examples of Work

1. Works with the Library Director to set the service and behavior expectations for the Technical Services Team.
2. Supervises all Technical Services which includes setting and enforcing service expectations and scheduling appropriate staffing levels.
- ~~3.~~ 3. Manages the Library Pages including hiring, training, management, and performance evaluations.
- ~~4.~~ 4. Manages the Library Assistant, Technical Services including training, management, and performance evaluations.
- ~~5.~~ 5. Manages material purchasing budget for the serials collection and oversees maintenance of the collection through regular weeding.
- ~~6.~~ 6. Works with others on a Collection Development Team and manages material purchasing budgets and is responsible for selection selects and ordering library materials in area of responsibility.
- ~~3.~~
- ~~4.~~7. Is responsible for receiving and verifying shipments of library materials.
- ~~5.~~8. Works with library staff to prioritize the processing of library materials and to efficiently and effectively organize the collection for the public's ease of use.
- ~~6.~~9. Performs copy cataloging of library materials using the Dewey Decimal System, Library of Congress Subject Headings, and other standardized library classification and organization systems.
- ~~7.~~10. Regularly communicates with the Library Director to discuss plans, share information, and receive direction.
- ~~8.~~11. Participates in library committees and meetings to lend the technical services' perspective to library plans and projects.
- ~~9.~~12. Participates in SCLS/LINK committees regarding cataloging and technical services and communicates applicable information to the library director and appropriate library staff.
- ~~10.~~13. Contributes input to Management Team meetings. Identifies potential areas of organizational improvement and suggests solutions.
- ~~11.~~14. Coordinates, trains, and supervises library staff to assist in labeling, covering, and preparing materials for public use.
- ~~12.~~15. Follows and communicates library policies and procedures to Technical Services Team members.
- ~~13.~~16. Performs circulation and reference desk procedures, such as checking materials in and out, registering patrons, collection fines, answering reference and reader's advisory questions during staffing shortages. Assists patrons with computer use and other mechanical operations of library equipment.
- ~~14.~~17. Conducts regular inventory of library collections.
- ~~15.~~18. Performs light housekeeping.
- ~~16.~~19. Performs other duties as assigned.

### Knowledge and Abilities

1. Ability to use personnel management techniques effectively including coaching, constructive conflict, reinforcement, and acknowledgment.

2. Knowledge of library methods, policies, and procedures and the ability to apply them to library operations. Knowledge of the Dewey Decimal System, Library of Congress Subject Headings, and other standardized library classification and organization systems.
3. Ability to direct the work of the Library Pages and team members
4. Ability to think creatively and make thoughtful decisions using policies and procedures as guides to solve unique problems within library operations.
5. Ability to identify areas for improved service and recommend changes.
6. Ability to give input into decisions and support decisions once made.
7. Ability to effectively present information and respond to questions from patrons and staff.
8. Ability to maintain confidentiality of library patron information.
9. Ability to follow detailed instructions.
10. Ability to maintain a regular work schedule.
11. Ability to gather statistics, analyze information, and write reports.
12. Ability to operate library specific and typical office machines and equipment properly, including book processing equipment.
13. Ability to understand library policies and procedures and apply them to library operations.
14. Ability to use computer software and manage computerized files, including knowledge of databases and search methods.
15. Ability to conduct reference and reader's advisory interviews.
16. Ability to work independently, organize and prioritize work, pay attention to details, respond to varied/changing work demands and make decisions as required.
17. Possess outstanding interpersonal skills and the ability to maintain and foster cooperative and courteous working relationship with the public, peers, and supervisors.
18. Ability to manage people, plan ahead to establish and maintain schedules that fit library needs, and give effective direction to subordinates, peers, and superiors.
19. Ability to work in teams and take direction from peers and superiors, and consider, assimilate, and utilize input from subordinates and other teams.
20. Ability to drive a car to get to occasional meetings outside the library.
21. Willingness to maintain skills in above-mentioned areas through active participation in appropriate continuing education activities and opportunities.
22. Professional use of English grammar and spelling.
23. Spanish language knowledge is a plus.

### **Physical Demands of the Position**

1. Bending/twisting and reaching.
2. Keyboarding, writing, filing, sorting, shelving and processing.
3. Processing, picking up and shelving books.
4. Lifting and carrying objects weighing 50 pounds or less.
5. Pushing and pulling objects weighing 300-400 pounds on wheels.
6. Sitting, standing, walking, stooping, kneeling, bending, and crouching.
7. Reaching down to the ground and up to 80 inches in height with the aid of a footstool.
8. Near vision needed to read faded type, font size 12 or smaller on item labels, regular reading on computer monitors.
9. Far vision: needed to observe patrons in need of assistance from a distance of 20 feet or further.
10. Talking and hearing needed to use the telephone.
11. Occasional travel to meetings outside the library.

### **Mental Demands of the Position**

1. Ability to apply technical knowledge.
2. Ability to comprehend and follow verbal and written instructions from supervisors.
3. Ability to interpret technical regulations, procedures, and instructions.
4. Ability to identify problems and opportunities; review possible alternative courses of action before selecting one; utilize information resources available when making decisions.
5. Ability to effectively communicate ideas and information both in written and verbal form.

6. Ability to calculate basic arithmetic problems (addition, subtraction, multiplication, and division) without the aid of a calculator. Compose and understand spreadsheets with formulae to analyze statistical data and library budgets.
7. Ability to effectively read and understand English language information contained in emails, memoranda, reports, bulletins, etc.
8. Ability to develop long-range plans to solve complex problems or take advantage of opportunities; establish systematic methods of measuring and accomplishing goals.
9. Ability to develop feasible, realistic solutions to problems; recommend actions designed to prevent problems from occurring; and refer problems to the library director when necessary.
10. Ability to set priorities in order to meet assignment deadlines.
11. Ability to work effectively in a constantly changing environment.

### **Environmental/Working Conditions**

1. Daytime, evening, and weekend hours.
2. Inside work environment.

### **Equipment Used**

Computers, Microsoft Office software, databases, RFID software/sorter, audiovisual equipment, book truck, calculator, camera, cash box, mp3 players, iPads, iPods, e-book readers, copy machine, scanner, barcode label maker, fax machine, library automation system, telephone.

### **Education and Experience**

1. Master of Library Science from an American Library Association accredited institution or other related experience.
2. Keyboarding and general office experience.
3. Previous of library experience is strongly suggested.
4. Previous personnel management is strongly suggested.

Library Board Approved August 5, 2009.  
Revised September 3, 2014.  
Revised May 3, 2017.

VERONA PUBLIC LIBRARY  
DIRECTOR'S REPORT  
January 2020

***I. Collection Development***

The library added RB Digital (electronic magazines) and ReferenceUSA to their roster of databases. These have replaced Flipster and A to Z Databases respectively.

We started a new collection of Walk-In AV items this month. This idea has been under discussion but moved up in priority since the migration to the new ILS. Currently in Bibliovation, reduced transportation holds are not working which results in our new materials going to fill holds at other libraries rather than go to fill holds for Verona patrons first. The walk-in AV collection is a workaround for our patrons to have access to some of the new AV materials while they are still new.

Number of items added and deleted in December 2019:

<b>Item Type</b>	<b>Added</b>	<b>Deleted</b>
Books	475	491
Audio	43	10
Software	0	0
Video/DVD	56	5
Other (kits, etc.)	10	0
Magazines	153	25
<b>TOTAL</b>	<b>737</b>	<b>531</b>
<b>YTD</b>	<b>13,182</b>	<b>11,865</b>

***II. Circulation***

It has been two months since the migration to Bibliovation library system and there are still a variety of critical problems to be fixed. South Central Library System continues to work with the vendor to resolve the issues. The LINKCat mobile app continues to be problematic and no timeline for resolution has been communicated yet. The majority of complaints from patrons continues to be about the LINKCat app.

**Critical problems in Bibliovation include:**

- Hold expiration settings ignoring Closed days in library calendar
- Checking out a hold on behalf of another patron does not clear the hold (hold authorization)
- Holds Sequence not being followed on pick list, cannot pass an item on the pick list
- Slow response times for patrons with large volume of transactions
- Batch edit is very slow or batch doesn't process
- Reduced Transportation Holds is not working
- Owning library does not list first in catalog

**Problems that have been resolved:**

- Credit card payment is now working in the catalog
- Patron checkout history has been restored

December 2019 Statistics

Self-check-outs	24,318
Total check-outs	42,479
Self-check-outs vs. desk	75.14%
Dec. 2018 vs. Dec. 2019	.03%
Check-ins	43,535
Library cards added	83
Holds placed	9,859

**Checkouts**

**2019**

January

February

March

April

May

June

July

August

September

October

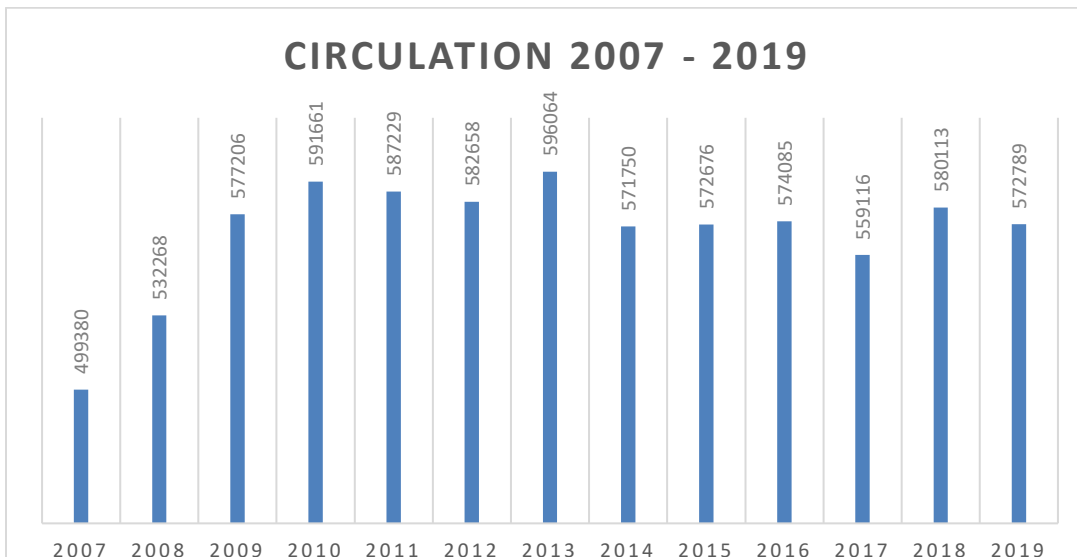
November

December

Total

	2019	2019	% change MYTD	% change YTD	Returns
	Self-check	Total CKO			
January	29,287	44,153	-5.60%		119,172
February	29,596	44,487	1.65%	-2.10%	77,657
March	33,119	49,074	-3.32%	-1.02%	83,008
April	30,775	46,215	1.86%	-0.88%	83,512
May	28,152	43,274	0.07%	0.99%	76,975
June	39,564	55,425	-3.34%	-1.87%	82,941
July	41,270	59,493	2.71%	-0.30%	97,463
August	36,627	53,415	-3.31%	-0.23%	90,918
September	29,532	44,582	-3.20%	-3.26%	76,868
October	30,629	46,108	-2.10%	-2.65%	80,360
November	30,257	44,084	-1.00%	-1.57%	75,872
December	24,318	42,479	1.11%	0.03%	43,535
<b>Total</b>	<b>383,126</b>	<b>572,789</b>	<b>-1.21%</b>	<b>-1.26%</b>	<b>988,281</b>

**CIRCULATION 2007 - 2019**



### ***III. Reference***

**Statistics:** December 21, 2019 – January 31, 2020

Reference: 2,365 regular transactions, 204 directional  
Children's reference: 787 regular transactions, 132 directional  
Proctoring: 29 exams proctored  
Outer Library Loans: 72 requests  
One-on-One Instruction: 34  
Personal Archiving Lab Sessions: 7

#### **Social Media Engagement:**

Facebook: 3,004 followers, 63 posts/events  
Twitter: 1,713 followers, 47 tweets  
Instagram: 1,088 followers, 22 posts  
Events Newsletter A: 12,159 recipients  
Events Newsletter B: 12,139 recipients  
WOTS Special Newsletter: 502 recipients

### ***IV. Personnel and Staff Development***

Mia Imperl began a new part-time position as Outreach Assistant in January.

Stacey and Emma posted the job ads for the new Reference Librarian/Communications Coordinator and two new Reference Assistant positions and are in the process of conducting interviews. We hope to have the roles filled by early March.

Theresa posted the two open Library Page I positions and will be conducting interviews in the next few weeks.

Library Page Nina Mansholt had an increase in hours to 520 hours/year from 416/hours a year.

Tonja, Mark, and Emma all attended a live ReferenceUSA demo on Friday, January 10 to learn about this new database.

Emma attended two webinars as part of the Wild Winter Web Conference on Wednesday, January 22— Help Your Patrons Cut the Cord & Level Up Your Social Media.

Mark attended a Wild Winter Web Conference Webinar called Developing Motivated Cultures: Six Simple Factors That Shape Your Organization on Wednesday, January 22.

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

The new wireless access points were installed on January 16. The new wireless system should meet the anticipated needs for the wireless internet needs for the library for the next seven years.

Emma submitted the order for more shelving for the library.

Stacey has been working with Deb Haeffner from SCLS on reupholstering the eight remaining Transformation chairs in the center section of the library. Deb is also pulling together carpet samples from different vendors with recycled content and environmental impacts in mind.

The Public Works department repainted the Community Room kitchen, sorter room, and staff hallway.



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

Stacey has spent the majority of the month working on the annual report and participating in interviews for the three open positions in the Reference department.

## ***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. Tonja also updated all the book club reads on the website.

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

Mary and Leah hosted area tween and teen librarians on January 9 for a round table discussion and tour.

Theresa attended the SCLS Collection Maintenance Subcommittee meeting on January 8.

Emma attended a SCLS Discovery Interface Subcommittee meeting on Wednesday, January 15.

## ***IX. Fundraising***

The library has raised \$242,470 to date for the library endowment fund held at Madison Community Foundation.

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

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

#### **Youth Services programming statistics:**

2018: 397 programs, 17,778 attendees

2019: 438 programs, 18,046 attendees

10% increase in programs, 1.5% increase in attendees

While we continue to increase programming for school-age kids each year (see below), these programs typically draw smaller crowds overall compared to PreK programs, which may account for the comparatively lower increase in attendees.

#### **School-age programming statistics:**

In 2015, the library hired Mary Ostrander as a full-time youth services librarian with a goal that she would focus on increasing our school-age programming. Below is a comparison of programs designed specifically for school-age kids, not including programs that draw a variety of ages that may include school-age.

2014: 16 programs, 463 attendees

2019: 94 programs, 2150 attendees

487% increase in programs, 364% increase in attendees

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

13 kids signed up for the 1000 Books program in the past month, bringing the total number of registrants to 2167.

**Winter Story Time session: January 13 – March 6.**

**Stuffed Animal Sleepover**

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

Kids of all ages dropped off their stuffed animals at the children's desk for a fun, overnight adventure! Photos of the animals' activities were taken by Jerry Erdmann, and shared at the Toy Story 4 movie showing and on our Facebook page.

Attendees: 7

**Open Art Studio: Snow**

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

Drop in and get creative with different art projects. Ages 3-10.

Attendees: 56

**Baby Play Time**

Friday, December 27, 10:30-11:30 am

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

Attendees: 22

**Family Movie: Toy Story 4**

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

Attendees: 71

**Family Fort Night**

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

Families set up your forts (with a new, improved library sheet selection), enjoyed some walking s'mores, and crawled in for an evening of reading together in the children's area.

Attendees: 78

**Noon Year's Eve Party**

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

We celebrate the end of 2019 and the beginning of 2020 with dancing, activities, and refreshments. We expanded this event to take place in the community room, children's area, and prow, which worked well.

Attendees: 475

**Kindermusik**

Tuesday, January 7, 10:00 am

The Musical Pathways Foundation presented a demo music and movement class for ages 0-5 and accompanying adults.

Attendees: 53

**Kids' Read Aloud Book Group**

Tuesday, January 7, 4:00—5:00 pm

This new program featured Mary reading aloud a longer book, leading a discussion about it, and the group doing a fun activity together. Most parents joined their kids. Geared to ages 5-8.

Attendees: 9

**Child Development Story Time: Under the Sea**

Wednesday, January 8, 9:30-10:00 am

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

Attendees: 30

**Tween Dungeons & Dragons**

Wednesday, January 8, 4:00–5:30 pm

5th edition Dungeons & Dragons. Ages 8 - 11.

Attendees: 10

**Family Story Time: Snow**

Thursday, January 9, 6:30–7:00 pm

We haven't presented a regular evening story time option in several years. Thanks to youth services staff promotions, Amy will be presenting one monthly with books, music, movement activities and a craft.

Attendees: 11

**The Young and the Restless**

Friday, January 10 and 24, 10:00–11:30 am

Young and the Restless open indoor play time is an opportunity for kids to be active, develop motor skills, and make new friends. Ages 0 - 5 and their caregivers.

Attendees: 112

**STEAM Story Time**

Saturday, January 11, 10:00–11:00 am

A STEAM-based story time with science and art activities. Geared for ages 4-6. This month's theme: It's "Code" Outside.

Attendees: 10

**American Girl Tea Party**

Friday, January 10, 4:00 and Saturday, January 11, 1:00 pm and 3:00 pm

We celebrated American Girl with tea parties! Geared to ages 5 and up. Fancy attire was encouraged and all dolls were welcome. Donors provided American Girl kits as prizes. We added a third event on Friday due to interest, but bad weather ultimately may have affected attendance.

Attendees: 38, 35, 45

**Kids Yoga**

Wednesday, January 15, 1:30–2:00 pm

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

Attendees: 4

**Pokémon Club**

Wednesday, January 15, 4:00–5:00 pm

Pokémon fanatics joined for a Pokémon related activity and gaming. Ages 6-11.

Attendees: 41

**Minecraft Club**

Wednesday, January 22, 4:00–5:00 pm

Build in creative mode! Grades 1 - 6.

Attendees: 18

### **Chinese New Year Celebration**

Saturday, January 25, 10:00–11:00 am

Mandarin Chinese stories, songs, crafts and refreshments were presented by students and staff of Verona Area International School. This had high attendance for a second year, so we will evaluate with VAIS staff if there are better ways to present this popular program in the future.

Attendees: 170

### **Harry Potter Maker Club: Wand Crafting**

Monday, January 27, 4:00-5:00 pm

Each month this new club will make something from the Harry Potter universe. This month's project was creating your own wand! Ages 9-12.

Attendees: 23

### **Kids Craft: Paper Lanterns**

Tuesday, January 28, 4:00—4:45 pm

Decorate a paper lantern. Ages 6-8.

Attendees: 15

### **Upcoming Kids' Events:**

#### **STEAM Story Time**

Saturday, February 1, 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: Vroom, Vroom. No registration. Community Room.

#### **Kids' Read Aloud Book Group**

Tuesday, February 4, 4:00—5:00 pm

Library staff will read aloud a longer book, lead a discussion about it, and we'll do a fun activity together. No pre-reading required. Geared to ages 5-8.

#### **Magic the Gathering Trading Card Game**

Wednesday, February 5, 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, February 7 and 21, 10:00 – 11:30 am

Get your winter wiggles out! Young and the Restless open indoor play time is an opportunity for kids to be active, develop motor skills, and make new friends. Ages 0 - 5 and their caregivers. Community Room.

#### **Favorite Friends**

Saturday, February 8, 10:00–11:30 am

Meet some of your favorite characters from books, TV, and movies, including Chase from Paw Patrol, Dragon from Dragons Love Tacos, and the Very Hungry Caterpillar. Kids can visit characters throughout the library, plus do character-themed crafts, and enjoy snacks. All ages.

### **Tween Dungeons & Dragons**

Wednesday, February 12, 4:00–5:30 pm

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

### **Stop Motion Animation Workshop**

Wednesday, February 12, 6:30-7:30 pm

Join Crestwood Elementary students and art educator Luke Bassuener for a hands-on workshop about making stop motion animation films using markers, paper, scissors and an iPad. This program will include a screening of Crestwood students' recent projects. Geared to ages 5 and up. Community Room.

### **Kids Yoga**

Wednesday, February 19, 1:30–2:00 pm

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

### **Pokémon Club**

Wednesday, February 19, 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.

### **Family Story Time: Friends**

Thursday, February 20, 6:30–7:00 pm

Books, music, movement activities and a craft. All ages. Story Room.

### **Read-a-thon**

Friday, February 21, 12:00-4:00 pm

Presented by Wildcats United, this third annual read-a-thon will feature readings by local celebrities, arts and crafts, and a scavenger hunt. Theme: Climate change. Story Room.

### **Family Fort Day**

Friday, February 21, 1:30-3:00 pm

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

### **Harry Potter Maker Club: Butterbeer**

Monday, February 24, 4:00-5:00 pm

Each month we will make something from the Harry Potter universe. This month's project is making butterbeer with whipped topping. Ages 9-12. Please register in advance.

### **Minecraft Club**

Wednesday, February 26, 4:00–5:00 pm

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

## **Teen Events:**

### **Anime/Manga Club**

Thursday, 4:00 – 5:30 p.m.

January 2, Attendees: 2

January 16, Attendees: 4

January 23, Attendees: 3

Activities: watched Anime, played Japanese games

### **Teen D&D or Tabletop Games**

Thursday, January 9, 4:00 – 5:30 p.m.

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

Attendees: 5

### **TeenSnack**

Tuesday, January 14, 4:45 – 6:00 p.m.

Teens chose snacks and drinks from a cart and used the Community Room as an extra study space for finishing up the quarter.

Attendees: 45

### **Teen Gaming**

Thursday, January 30, 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.

Attendees: 3

## **Upcoming Teen Events:**

### **Teen Chocolate Tasting**

Wednesday, February 12, 3:45 – 4:45 p.m.

Stop over in Teen Central for a variety of chocolate delights! Stay and make some Valentines, or dip in the chocolate fountain and go on your merry way.

### **Teen D&D or Tabletop Games**

Thursday, February 13, 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.

### **Crafty Monday**

Monday, February 17, 3:00 – 8:00 p.m.

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

### **Teen Gaming**

Thursday, February 27, 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:**

### **Blood Pressure, Blood Sugar, and Fall-Prevention Screenings**

Wednesday, January 8, Drop in between 10:00–11:00 am

Fitch-Rona EMS checked blood pressure and blood sugar, and Capitol Physical Therapy provided fall-prevention screenings.

Attendance: 7

### **Senior Case Management Outreach**

Monday, January 13, Drop in between 1:00–2:00 pm

Julie Larson, case manager from the Verona Senior Center answered questions and provided resources.

Attendance: 3

### **Coping with Stress through Journaling**

Wednesday, January 22, 6:30-7:30 pm

Jean Skinner, a Registered Nurse, discussed chronic stress and its impact on physical and mental health. Attendees were introduced to the practice of journaling as a coping technique to protect your well-being. Each attendee received a bound journal and pen. Presented in partnership with Wisconsin Women's Health Foundation and GrapeVine.

Attendance: 22

### **Common Sense Self-Defense Class**

Thursday, January 23, 6:30–7:30 pm

Jeff Christensen, owner and chief instructor at Karate America Verona, taught simple, non-strenuous defense techniques for beginners, and how to plan for when and where to use them. Attendance: 16

### **Books 'n Booze**

Thursday, January 23, 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 at the Sugar River Pizza Company. This month we discussed *The 7 ½ Deaths of Evelyn Hardcastle* by Stuart Turton

Attendees: 20

### **Simple Bookmaking**

Monday, January 27, 6:30-8:00 pm

Mark Cullen explored the limitless possibilities of the Book Arts with three deceptively simple book constructions.

Attendance: 10

### **Job Service Assistance to Job Seekers**

Tuesday, January 28, 9:00 am-12:00 pm, Study Room #1

Jennifer Seese, Employment and Training Specialist from the Workforce Development/Job Service, will offer one-on-one assistance with job searching, resume writing, interview skills, and more. Sign up for a 30-minute or one-hour appointment at the Reference Desk or call 845-7180 ext. 3. Walk-ins are welcome.

Attendance: 5

### **Mind and Meditation**

Wednesdays, January 29, February 26, and March 25, 6:30 – 7:30 pm,

Prajakta Date, a certified yoga teacher, lead the class with light to moderate yoga and breathing exercise followed by a guided meditation.

Attendance: 15

### **Career Change 101**

Friday, January 31, 2:00-4:00 pm

Thinking about a career change but overwhelmed by all the information out there? Not sure how to get started Then this free workshop is for you! Career Change 101 give you a jump-start by helping you identify reliable resources and learn how to use them. Learn more or register: 608-263-60 or [acsss.wisc.edu](http://acsss.wisc.edu)

Attendance: 22

### **Upcoming Adult Classes and Events:**

#### **NERF or Nothing**

Friday, February 21, 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.

#### **Books 'n Booze**

Thursday, February 27 at 6:00 pm at the Sugar River Pizza Company

Books 'N Booze is a book club for people who are interested in having a blast while discussing fun books and meeting new people. This month we'll be discussing *Crazy Rich Asians* by Kevin Kwan.

#### **Rendever Virtual Reality Tours: Hometown Journeys**

Monday, February 3, 10:00-10:30 am

Bring the address of your childhood home and we will travel as a group to see where you grew up! Computer technology can create the simulated environment of your dreams. 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.

#### **English Classes for Adults**

Mondays, February 3 – March 30, 6:00–8:00 pm

Participants will learn English communication skills. The library will provide free childcare. For more information, please call 608-244-3911. Presented in partnership the Literacy Network.

#### **Build Your Own Terrarium**

Wednesday, February 5, 6:30-7:30 pm

Create your own beautiful, low-maintenance terrarium with Johanna Oosterwyk, manager of D.C. Smith Greenhouse of the UW Madison campus. All supplies will be supplied. Limited to 20 participants.

Registration required.

#### **Senior Case Management Outreach**

Monday, February 10, 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.



**Financial Literacy**

Monday, February 10, 6:30-8:00 pm

Join Jay Baldwin, Financial Services Associate from AAA, and learn tools for financial freedom. This class will cover how to create a budget, pay down debt, save money, set financial goals, be a smart consumer.

**Job Service Assistance to Job Seekers**

Tuesday, February 11, 9:00 am-12:00 pm

Jennifer Seese, Employment and Training Specialist from the Workforce Development/Job Service, will offer one-on-one assistance with job searching, resume writing, interview skills, and more. Sign up for a 30-minute or one-hour appointment at the Reference Desk or call 845-7180 ext. 3. Walk-ins are welcome.

**Travel in Time – Visiting Covered Bridges in the Upper Midwest**

Thursday, February 13, 6:30-7:30 pm

Evocative of a slower-paced time, the nostalgia and beauty of covered bridges has been captured in fiction and on film, thanks to *The Bridges of Madison County*. While they may be the best-known covered bridges, they are only six out of hundreds of the bridges found in the Midwest. Travel through Indiana, Iowa, Illinois, Michigan, Minnesota, and Wisconsin thanks to Dave Mossner's photographs and stories featuring 117 of these architectural gems. Presented in partnership with Oakwood Village.

**Immigration Then and Now: A Tibetan American Family and the Woman They Adopted**

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

Author and educator Madeline Ura-neck has journeyed throughout the world, but one of her most profound travel experiences happened right in her own hometown, Madison, Wisconsin. Ura-neck's award-winning book, *How to Make a Life: A Tibetan Refugee Family and the Midwestern Woman They Adopted*, crosses cultural bridges by sharing her adopted family's inspiring immigration story and her own journey of learning lessons from them she had no idea she needed to know. Ura-neck's book will be available for sale and signing.

**Becoming a Dane County Foster Parent**

Thursday, February 20, 7:00-8:00 pm

At any given time, approximately 8,000 children are in foster care in Wisconsin. Join Dawn Douglas-Mellom, Foster Care Coordinator, and learn how you can get involved and make a difference. Contact Dawn Douglas at Dane County Foster Care at 242-6303 or <https://fostercare.dcdhs.com> with questions.

**Job Service Assistance to Job Seekers**

Tuesday, February 25, 9:00 am-12:00 pm

Jennifer Seese, Employment and Training Specialist from the Workforce Development/Job Service, will offer one-on-one assistance with job searching, resume writing, interview skills, and more. Sign up for a 30-minute or one-hour appointment at the Reference Desk or call 845-7180 ext. 3. Walk-ins are welcome.

**Mind and Meditation**

Wednesday, February 26, 6:30–7:30 pm

Join Prajka Date, a certified yoga teacher, and explore how you can move ahead in life with less stress and more joy. The classes include light to moderate yoga and breathing exercise followed by a guided meditation. Come ready to leave the class rejuvenated. Participants should wear comfortable clothing and bring a yoga mat or towel. Registration required. Limited to 25 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](http://www.railphoto-art.org)) and the Verona Public Library have collaborated to present this exhibition.

## ***XI. Outreach***

### **Outreach programming statistics:**

In 2017, the library hired Marissa Gehrke as a full-time outreach librarian. Previously, outreach to youth was done by youth services staff in addition to regular programming and other duties. Looking only at outreach to youth, below is a comparison of outreach numbers:

2016: 131 programs, 3436 attendees

2019: 359 programs, 10209 attendees

174% increase in programs, 197% increase in attendees

### **Outreach story times:**

Total daycare story time presentations: 14

Total Sensory Friendly story times: 5

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

Mondays and Tuesdays, January 6, 7, 13, 21, and 27, 3:45–4:30 pm

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

Attendees: 26, 17, 18, 35, 14

### **Senior Center Book Group**

Wednesday, January 8, 12:30–1:30 pm

The group discussed *Wonder* by R.J. Palacio.

Attendees: 6

### **VASD Pre-K Screening**

Wednesday, January 15, 3:00–5:00 pm

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

Attendees: 7

### **Four Winds Book Group**

Tuesday, January 21, 10:30–11:30 am

The residents discussed *A Wrinkle in Time* by Madeleine L'Engle. One new member attended.

Attendees: 6

**Prairie Oaks Book Group**

Tuesday, January 21, 1:00–2:00 pm

The group read *The Goldfinch* by Donna Tartt.

Attendees: 5

**Stoner Prairie Nakoma Kids Club**

Wednesday, January 22, 4:00–5:00 pm

Books for checkout at this afterschool program.

Attendees: 5

**Club 108 Presentation**

Wednesday, January 29, 10:00–11:30 am

Marissa and a librarian from Dane County Library Service discussed library resources available to members of Club 108 at the Verona Senior Center.

Attendees: 6

**Badger Prairie Needs Network, Kids' Room**

Thursdays, January 2, 9, 16, and 23, 2:30–4:00 pm

Mia, new outreach assistant, has taken over bringing crafts and stories to the Kids' Room at BPNN.

Attendees: 0, 1, 3, 1

**Upcoming Outreach Events****YMCA Afterschool Program: Glacier Edge, Stoner Prairie, Sugar Creek, Olson, and Country View**

Mondays and Tuesdays, February 3, 4, 10, 17, and 18, 3:45–4:30 pm

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

**Noel Manor Book Group**

Friday, February 7, 10:30–11:30 am

The group will discuss *The Magic Strings of Frankie Presto* by Mitch Albom.

**Bird Crafts at Willow Pointe**

Tuesday, February 11, 1:30–2:30 pm

Mia will be leading a drop-in craft program for children and seniors at Willow Pointe Assisted Living.

**Senior Center Book Group**

Wednesday, February 12, 12:30–1:30 pm

The group will be reading *The Library Book* by Susan Orlean.

**Stoner Prairie Nakoma Kids Club**

Wednesday, February 12, 4:00–5:00 pm

Books for checkout at this afterschool program.

**Story Time at Willow Pointe: Kindness**

Friday, February 14, 11:00–11:30 am

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

**Four Winds Book Group**

Tuesday, February 18, 10:30–11:30 am

The residents will discuss *Miles to Go* by Richard Paul Evans.

**Prairie Oaks Book Group**

Tuesday, February 18, 1:00–2:00 pm

The group will be reading *The Apple Orchard* by Susan Wiggs.

**VASD Pre-K Screening**

Wednesday, February 19, 3:00–5:00 pm

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

**Badger Prairie Needs Network, Kids' Room**

Thursdays, 2:30–4:00 pm

**Sensory Friendly Story Time**

Fridays, 9:15 am

## 2019 Goals - Stacey Burkart

### Goals and Objectives for the Verona Public Library in the 2019 Budget

- Increase service to the community by making a permanent change to our library hours, adding Sunday afternoons during the school year.
- Improve library service related to technology by upgrading wifi access points, replacing older public computers, and offering personal archiving equipment.
- Increase access and decrease wait times for e-book and e-audio materials.
- Eliminate fines for overdue materials.

#### Administration:

1. Continue policy reviews & revisions. Complete a review of the Public Behavior and Child Safety policies by the end of 2019.
2. Review the Computer and Electronic Device Use Policy in terms of juvenile access to technology by the end of 2019.
3. Develop a process for fundraising at larger endowment sponsored events and raise an additional \$25,000 for the Library Endowment Fund through fundraising events and end of year mailing campaign by the end of 2019.
4. Determine what content a 3 year strategic plan will include and conduct survey on the future of library service with staff and board by the end of 2019.

#### Collection Maintenance:

1. Oversee creation of an OverDrive Advantage account to decrease wait times for Verona Library patrons for e-books and e-audiobooks by May 2019. Effectiveness and impact will be measured by determining increase or decrease of average OverDrive wait times for Verona patrons. Once several months of data is collected, that information will be used to make future budget recommendations for the Advantage account.

#### Library Service:

1. Oversee creation and implementation of a personal digital archiving lab by October 2019.
2. Maintain or increase the level of library outreach and increase library outreach to Spanish speakers in 2019.

#### Facilities Management:

1. Work with South Central Library System to upgrade the library wifi network in 2019 or 2020.
2. Replace and upgrade 100% of public lab PC computers to improve computing services for library patrons by December 2019. This moves public lab computers to a three year replacement schedule rather than a five year schedule.
3. Complete reupholstery of 20 chairs in the teen and adult areas of the library by August 2019.
4. Explore expansion of library hours to include summer Sundays by evaluating circulation statistics at other area libraries and defining the potential budget increases for staffing costs and facility operations by August 2019.