

AGENDA

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

**Wednesday, April 6, 2022, 6:30 p.m.
Library Community Room**

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 by computer, tablet, or smart phone:

<https://us06web.zoom.us/j/86972629961>

Join the meeting via phone by dialing:

1-312-626-6799

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 3/2/22
- Review and approval of March 2022 invoices
- Public Comments
- City Council Liaison's report
- Library Director's report
- Old Business
 1. Discussion and possible action regarding library response to COVID-19
- New Business
 1. Discussion and possible action regarding the 2022 adjacent county reimbursement billing
 2. Preliminary discussion of the 2023 budget

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

Wednesday, February 2, 2022, 6:30 p.m.
Virtual Meeting via Zoom

Present: Hopp, Conwell, Cronin, Huemmer, Voss, Safarik, Sohail, Burkart

Call to order:

Hopp called the meeting to order at 6:38 p.m.

Approval of Minutes:

A motion was made by Huemmer, seconded by Safarik to approve the Regular Meeting Minutes of 2/2/2022. Motion carried.

Review and Approval of Invoices:

A motion was made by Conwell, seconded by Sohail to approve the February 2022 invoices. Motion carried.

Public Comments:

None

City Council Liaison Report:

- Discussion at recent Public Safety meeting about parking ordinances around Badger Ridge Middle School (former High School)
- Work is progressing on the Sugar Creek development project
- There is a Verona parks survey open for citizen input

Library Director's Report:

- Several positions are in the process of being filled, Communications Coordinator, Outreach Assistant, Library Assistant, and Summer Youth LTE
- The library was closed on February 22 due to icy road conditions, the library did not receive any complaints

Old Business:

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

- The county mask mandate expired on March 1 and the CDC no longer recommends masks for healthy people in areas of low COVID-19 community levels
- Library staff and visitors are highly recommended but not required to wear masks in the building
- In-person story times will resume with capacity limits and registration

- Adult programs will have smaller than normal capacity limits and registration
- No additional computer workstations will be added back into the computer lab area at this time. Many laptops are also available for in-library use. One public computer station will remain available in the Community Room.
- If there is food at library events or programs it will be offered on a to-go basis to encourage continued mask use
- Small toys (duplo blocks, play food, toy trains, etc.) will not return to the children's area at this time.

New Business:

1. Discussion and possible action regarding the Reference Librarian/Communication Coordinator job description:

- A motion was made by Huemmer, seconded by Sohail to accept the revised Reference Librarian/Communication Coordinator job description. Motion carried.

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

Next meeting: April 6, 6:30 p.m., to be held virtually on Zoom.

VERONA PUBLIC LIBRARY
DIRECTOR'S REPORT
March 2022

I. Collection Development

Number of items added and deleted in February 2022.

Item Type	Added	Deleted
Books	761	311
Audio	13	228
Software	23	0
Video/DVD	57	137
Other (kits, etc.)	1	4
Magazines	159	115
TOTAL	1014	795
YTD	2362	1884

II. Circulation

February Statistics

Self-check-outs	27,965
Total check-outs	42,218
Self-check-outs vs. desk	86.24%
Check-ins	30,809
Library cards added	149
Holds placed	11,617

III. Reference

Statistics, February 18 – March 29:

Reference: 1010 transactions
Children's Reference: 734 transactions
Directional: 206 transactions
Proctoring: 10 exams proctored
Outer Library Loans: 41 requests
One-on-One Instruction: 55
Personal Archiving Lab Sessions: 1
Computer Use: 714
Library Visits: 16,747
Librarian's Choice: 14

Social Media Engagement:

Facebook: 4,039 followers, 84 posts

Twitter: 1,788 followers, 0 tweets

Instagram: 1,294 followers, 7 posts, 5 reels

Events Newsletter A: 10,404 recipients

Events Newsletter B: 10,398 recipients

IV. Personnel and Staff Development

The library is in the process of hiring a full-time Reference Librarian/Communications Coordinator and a part-time Youth Services Summer LTE, and two Library Pages.

Nancy Brandt joined the staff as a Library Assistant on March 28.

Christopher Perez has accepted the position of summer paraprofessional librarian (LTE) in the youth services department.

Maureen Hilquist has been promoted from Library Assistant to Outreach Assistant.

Jess attended the Power Up! virtual conference presented by the UW iSchool. Session topics included developing youth staff, challenged materials, partnerships for new spaces, Asian American and Pacific Islander American Youth Literature, hard workplace conversations, the LGBTQ+ community, and social justice programming.

Jess is completing an iSchool class called "Programming with a Purpose."

The circulation team met on March 15 for a team meeting. We did an in-depth training for setting up library accounts. The Reference department was invited to attend as they are currently stationed at the Service Desk.

Stacey, Emma, Theresa, and Leah attended the Public Library Association Conference in Portland, OR March 23-25.

V. Equipment and Physical Facilities

The library lost power twice on the morning of March 22 causing the library to have to cancel story times.

The replacement carpeting for the center area of the library has been ordered and has arrived at the warehouse for installation later this year.

We will be adding a small non-structural half-wall behind the reference desk in early April. This will help to make the reference desk area feel more like a staff space. Reference desk staff have never liked the design of the desk and how open to the public it is from the back and side, so this modification should help them feel more comfortable and secure in their workspace. We will return to staffing this desk once the work is complete (reference staff are currently working from the main circulation desk.)

VI. Administration and Internal Operations

Nothing to report

VII. Marketing and Public Relations

Emma continues to handle our library marketing efforts until a new person can be hired to fill the open Reference Librarian/Communication Coordinator position. In the past month, Emma made graphics for 14 programs, plus bookmarks for 5 adult programs. Mark has been creating and sharing events on Facebook, while Tonja has taken over updating the webslider, TV, and self-checks.

VIII. System and Interagency Cooperation

Theresa attended the SCLS Collection Development Meeting on March 14.

Emma attended the SCLS Discover Interface Subcommittee meeting on March 16.

Leah is working with a group of UW iSchool students and VAHS staff to host some teen events in April.

IX. Fundraising

The lifetime total raised for the endowment fund is \$305,411. Between contributions and investment gains, the fund increased by \$90,000 in 2021. The balance of our endowment fund at the end of 2021 was \$396,675.

Plans are underway for the annual 5K Run/Walk fundraiser on Saturday, April 30. So far we have 222 people registered for the 5K (150), Virtual Run (22), and Kids' Run (50).

X. Events, Programs and Exhibits

Kid's Events and Programs:

1000 Books before Kindergarten

Ten kids were registered this month, bringing the total number of registrants to 2288.

Virtual Preschool Story Time

Mondays at 11:30 am on Facebook Live

January 10 – March 4

Total one-minute views: 227

Average one-minute views: 38

Virtual Toddler Story Time

Fridays at 9:30 am on Facebook Live

January 10 – March 4

Total one-minute views: 158

Average one-minute views: 26

Favorite Books and Bites: Stick Dog

Monday, February 21, 4 pm

Discuss the series Stick Dog, plus enjoy activities and snacks related to the books. Ages 8 - 11.

Attendees: 4

Virtual My Little Pony Story Time

Tuesday, February 22, 9:30 am

Enjoy stories, songs, and activities about My Little Pony!

1-minute views: 89

Bags distributed: 130

Tween Craft: Tiny Art

Wednesday, February 23, 4 pm

Ages 12-18. Registration required.

1-minute views: 31

Bags distributed: 44

Lego Club

Tuesday, February 24, 4 pm

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

Attendees: 19

Virtual Pigeon Story Time

Tuesday, March 8, 9:30 am

Enjoy stories, songs, and activities about Pigeon!

1-minute views: 34

Bags distributed: 100

Among Us

Wednesday, March 9, 4 pm

Ages 8-17 Registration required. Virtual event. Among Us is rated E10+.

Attendees: 10

Pokémon Club

Thursday, March 10, 4 pm

Join fellow Pokémon fanatics for Pokémon related activities and meet-up over Zoom. Ages 6-11.

Attendees: 5

Favorite Books and Bites: Upside-Down Magic

Monday, February 21, 4 pm

Discuss the series Upside-Down Magic, plus enjoy activities and snacks related to the books. Ages 8 - 11.

Amy received a nice thank-you note and handmade drawing after this book club.

Attendees: 8

Virtual Music & Movement Story Time

Tuesday, March 15, 9:30 am

Join us for a musical story time with egg shakers and bells! Geared to ages 1-3. Craft bags will be available one week prior.

1-minute views: 20

Bags distributed: 81

Lego Club

Tuesday, March 24, 4 pm

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

Attendees: 10

Upcoming Kids' Events

Indoor Story Time

March 14 – May 6

In the community room.

Registration required

Baby Story Time (ages 0 -18 months)

A lap-sit story time for infants and their caregivers.

Fridays, 10:30 am

Toddler Story Time (ages 1 – 2)

Stories, songs, and rhymes for toddlers and their caregivers. Siblings welcome.

Mondays, 9:30 am

Wednesdays 9:30 am

Fridays, 9:30 am virtual

Preschool Story Time (ages 3 – 5)

Stories, songs, and rhymes for preschoolers and their caregivers.

Mondays, 10:30 am, virtual 11:30 am

Tuesdays 10:30 am

Everybody Story Time (ages 0 – 5)

Stories, songs, and rhymes for children and their caregivers.

Thursdays 9:30 am and 10:30 am

Virtual Encanto Story Time

Tuesday, March 29, 9:30 am

Enjoy stories, songs, and activities about Encanto! No registration. Encanto craft bags will be available in the children's area starting March 22. Tune in on Facebook, the story time will be available until April 5.

I think my child is being bullied or is a bully. Now what?

Thursday, April 7, 6:30 – 7:30 pm

Whether your child is being bullied or is a bully, there are specific steps to take to ensure the best outcomes for all involved. Presented by Christine Bright, Certified Parent and Family Coach, this program was developed for the Youth and Families Commission of Sun Prairie.

Virtual Pinkalicious Story Time

Tuesday, April 12, 9:30 am

Enjoy stories, songs, and activities about Pinkalicious! No registration. Craft bags will be available in the children's area starting April 5. Tune in on Facebook, the story time will be available until April 5.

Pokémon Club

Thursday, April 14, 4 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. In the community room.

Virtual Music & Movement Story Time

Tuesday, April 19, 9:30 am

Join us for a musical story time with egg shakers and ribbon rings! Geared to ages 1-3. Tune in on Facebook at: <https://www.facebook.com/veronapubliclibrary/>. Craft bags will be available one week prior. Be sure to make your crafts before the story time!

Lego Club

Tuesday, April 28, 4 pm

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

Teen Events:

Teen & Tween Craft: Tiny Art

Wednesday, February 23, 4:00 – 5:00 pm

Teens and tweens painted tiny canvasses.

Teen attendees: 13 (Extra bags in Teen Central: 22)

Teen Writing Club

Mondays, 4:15 – 5:15 pm

Teens used the card game “Once Upon a Time” to create a story together.

February 21: 4 attendees

March 7: 3 attendees

ACT Practice Test

Tuesday, March 8, 1:00 – 4:30 pm

Sophomores took a free ACT practice test in partnership with Galin Education.

Attendees: 11

Teen & Tween Craft: Fidget Keychain

Wednesday, February 23, 4:00 – 5:00 pm

Teens and tweens made personalized fidget keychains with perler beads and elastic.

Teen attendees: 3 (Extra bags in Teen Central: 21)

Upcoming Teen Events:

Teen Writing Club

Mondays, April 4 & 18, 4:15 – 5:15 pm

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

Paint-a-Pot

Saturday, April 16, 1:00 – 2:00 pm

Paint a pot and plant a free succulent of your very own in honor of Earth day! A green thumb isn't required to relax and let your creativity thrive.

The Great Verona Cookie Challenge

Saturday, April 23, 1:00 – 2:00 pm

Learn cookie decorating skills and create cookie masterpieces to-go! Tracey, from Morning Girl Cookies, will demonstrate techniques, and then teens will get three decorating challenges. Let your creative side loose at this sweet event!

CosmoKnights Book Club & Craft

Wednesday, April 27, 4:30 - 5:30 pm

Join other high school students for a book club and dream jar craft! We'll be exploring space and discussing the webcomic -- Cosmoknights -- a comic about a "ragtag band of space gays."

Adult Classes & Events:

Distance Learning English Classes

Beginner English, Monday, February 21, Attendees: 8

Beginner English, Monday, February 28, Attendees: 7

Beginner English, Monday, March 7, Attendees: 4

Beginner English, Monday, March 14, Attendees: 7

Beginner English, Monday, March 21, Attendees: 9

Intermediate English, Tuesday, February 22, Attendees: 9

Intermediate English, Tuesday, March 1, Attendees: 8

Intermediate English, Monday, March 7, Attendees: 4

Intermediate English, Tuesday, March 15, Attendees: 7

Intermediate English, Tuesday, March 22, Attendees: 8

10 Steps to Planning a Smart Garden

Monday, February 21, 6:30 - 7:30 pm

Megan Cain, author and creative gardener, discussed how a smart garden plan lays the groundwork for a beautiful garden that yields lots of food for the least amount of time and money invested.

Attendees: In-Person 3, Virtual 5, YouTube Views 25

Pakistani Tea Time – Virtual

Wednesday, March 2, 6:30 – 7:30 pm

Huma Siddiqui, cookbook author and founder of White Jasmine, presented a cooking demonstration featuring spinach pakoras, cilantro chutney and ras malai.

Attendees: 12

***Dead Lines: Slices of Life from the Obit Beat* - Author Event**

Thursday, March 10, 6:30 - 7:30 pm

George Hesselberg shared stories from his book, *Dead Lines: Slices of Life from the Obit Beat*.

Attendees: 25

Storm Water Basin Vegetation Burns – Virtual

Monday, March 14

Marten J. Cieslik, P.E. described why the vegetation burns at the storm water basins are scheduled, the approximate timing, and what to expect during the burns. These burns are part of the vegetation maintenance program the City has for its storm water basins.

Attendees: 2

Senior Case Management Outreach

Monday, March 14, Drop in between 1:00 – 2:00 pm

A case manager from the Verona Senior Center answered questions and provide resources for older adults and their caregivers.

Attendees: 3

Brain Health and How it Relates to Dementia

Wednesday, March 16, 6:30 - 7:30 pm

Drake Deno, Case Manager at the Verona Senior Center, discussed brain health and dementia.

Attendees: 8

DIY Card Making Class – Virtual

Wednesday, March 23

Stampin'UP! Demonstrator Jamie Statz-Paynter provided materials and instructions to make four personalized professional-quality cards of your own

Attendees: 20

Upcoming Adult Classes & Events

Distance Learning English Classes for Adults

Mondays 6-8 pm, Beginner, January 24 - May 2, 2022

Tuesdays 6-8 pm, Intermediate, January 25 - May 3, 2022

This free group English class will be offered mostly online using Zoom. In-person classes will take place at the Verona Public Library (500 Silent St, Verona WI 53593) on March 7 and May 3. You will practice speaking, listening, reading, writing and new vocabulary in English. You can take your Zoom class on your smartphone, a tablet, a laptop, or a computer. If you do not have any of these, Literacy Network can lend you a device. Students will receive free English textbooks, at their level, in the mail. The textbook will be used for class and weekly homework. This class is presented in partnership with Literacy Network. For more information and to sign up, please call Becky Fabrizio at Literacy Network at (608) 268-6425 or email her at becky@litnetwork.org.

WiBee – Join in Community Science with Wisconsin Wild Bee App - Virtual

Monday, April 4, 6:30 - 7:30 pm

Join Dr. Claudio Gratton, from the Entomology Department at UW-Madison, to learn about Wisconsin's diversity of bees. Gratton will cover what bees do, and how we can improve their environment and aid in their conservation. You will also be introduced to a Wisconsin-based community science project called "WiBee" (we-bee), where through the use a simple smartphone app you can learn to observe bees and collect data that will be used to better understand their abundance and patterns. This program will be presented via Zoom. Register in advance so we can send the Zoom link via email.

Senior Case Management Outreach

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

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

Artist Reception *Verona: Past, Present & Future* - City Banner Project Celebrating Verona's 175th Birthday

Tuesday, April 12, 7:00 – 7:30 pm

Students of the Verona Area School District designed banners using their interpretations of the theme *Verona: Past, Present or Future*. Twenty-two designs were chosen for banners to be displayed along the boulevard of West Verona Avenue with two photos from the Verona Area Historical Society bookending the set.

Basic Computer Skills Classes

Thursdays, April 14 – May 12, 1:00 - 2:30 pm

Learn basic computer skills, classes will cover the following topics:

- Computer Basics, April 14, 1:00 - 2:30 pm
- Using Word/Google Docs, April 21, 1:00 – 2:30 pm
- Internet Basics, April 28, 1:00 – 2:30 pm
- Introduction to Email, May 5, 1:00 – 2:30 pm
- Laptop Troubleshooting, May 12, 1:00 – 2:30 pm

Registration required. Class size limited to 12 participants.

Pollinators and Your Garden - Virtual

Wednesday, April 20, 6:30 - 7:30 pm

Many of our pollinators such as bees and butterflies have been in decline due to multiple reasons. Eight-seven percent of all flowering plants depend on pollinators for their reproduction. This includes 35% of the world's food crops. Join a certified Master Gardener Volunteer, and learn what you can do in your gardens to help provide habitat and protect our local pollinators. This program will be presented via Zoom. Register in advance so we can send the Zoom link via email.

Cranes over Wisconsin - Virtual

Wednesday, April 27, 6:30 - 7:30 pm.

Join Stephanie Schmidt, Outreach Coordinator for the International Crane Foundation, to learn about the cranes of Wisconsin. Registration required and limited to 50 participants.

Exhibits

March 11 – April 9

The *Legendary* exhibition showcases artistic portraits and stories of legendary women of color in science, technology, engineering, and mathematics (STEM). Experience this exhibit of women who have often been the unsung heroines of science, math and medicine. The entire exhibition is on view at the following Dane County libraries: Sun Prairie Public Library, Waunakee Public Library, Verona Public Library, Monona Public Library, Fitchburg Public Library, Stoughton Public Library, McFarland Public Library and Middleton Public Library.

Verona: Past, Present & Future - City Banner Project Celebrating Verona's 175th Birthday

April 5 – 19

Students of the Verona Area School District designed banners using their interpretations of the theme *Verona: Past, Present or Future*. Twenty-two designs were chosen for banners to be displayed along the boulevard of West Verona Avenue with two photos from the Verona Area Historical Society bookending the set. The banners will be on exhibit in the Verona Public Library prior to display on West Verona Avenue. Verona Area Education Foundation partnered with the Verona Area Historical Society and the City of Verona for this project

Verona: Then and Now - Photography Exhibit

June 1 - 30

Take a trip through space and time as you gaze upon large photographs of historic Verona placed side by side with their modern counterparts. Why does Hometown Junction look like a train station? Did someone once live in Kismet Books? Discover the hidden stories behind places you walk by every day.

Outreach Events

Outreach story times:

Total daycare story time presentations: 7

Box City Event

Wednesday, February 23 and Wednesday, February 25

Third graders from Glacier Edge and fourth/fifth graders from New Century visited the library to set up their box city creations, get a tour of the library, and read stories with some of the librarians.

Attendees: 36, 28

Black History Month Book Discussion at the Senior Center

Wednesday, February 23, 10:00–11:00 am

The senior center and library hosted a special book group to read *Buses are a Comin': Memoir of a Freedom Rider* by Charles Person.

Attendees: 5

Prairie Oaks Book Group

Thursday, February 24 and Thursday, March 24 1:00–2:00 pm

The group read *The Spymistress* by Jennifer Chiaverini and *The Book of Lost Names* by Kristin Harmel.

Attendees: 7, 7

Books 'n Booze

Thursday, February 24 and Thursday, March 24, 6:00–7:00 pm

Books 'n Booze met virtually to discuss *Frankly in Love* by David Yoon and *The House on Mango Street* by Sandra Cisneros.

Attendees: 7, 8

Senior Center Book Group

Wednesday, March 9, 10:00–11:00 am

The group discussed *Fly Girls* by Keith O'Brien on Zoom.

Attendees: 5

Four Winds Book Group

Tuesday, March 15, 10:00–11:00 am

The residents met to discuss *Camino Island* by John Grisham.

Attendees: 9

Upcoming Outreach Events**Senior Center Book Group**

Wednesday, April 13, 10:00 – 11:00 am

The group will be reading *The Lost Apothecary* by Sarah Penner.

Verona Eggstravaganza

Saturday, April 16, 9:00 am – 12:00 pm

The library will be hosting a bunny craft at the Chamber of Commerce's annual Eggstravaganza.

Four Winds Book Group

Tuesday, April 19, 10:00 – 11:00 am

The residents will meet to discuss *Things You Save in a Fire* by Katherine Center.

Prairie Oaks Book Group

Thursday, April 28, 1:00 – 2:00 pm

The group will be reading *Anxious People* by Fredrik Backman.

Books 'n Booze

Thursday, April 28, 6:00 – 7:00 pm

The group will be discussing *Whiskey When We're Dry* by John Larison.



South Central Library System

4610 S. Biltmore Lane • Madison, WI 53718
608/246-7973 • FAX 608/246-7958 • TDD 608/246-7974

Date: March 10, 2022
To Library Board & Director, **Verona (VER)**
From Tracie Miller, South Central Library System
RE: 2022 Adjacent County Reimbursement Requests

The South Central Library System, with your permission, will request adjacent county reimbursements on behalf of your library per Wisconsin State Statute 43.12(2). Based upon information reported on your library's 2021 Wisconsin Public Library Annual Report, your library is eligible to request the estimated reimbursement from the following counties. **Do not use these estimates for budgeting purposes.**

Adjacent County	Amount Eligible to Request – payable in 2023 (70% minimum reimbursement level)	Do you want SCLS to bill this county for this amount?
Jefferson	\$6.10	Yes No
Iowa	\$1,960.56	Yes No
Columbia	\$585.42	Yes No
Sauk	\$344.55	Yes No
Green	\$10,876.08	Yes No
Rock	\$615.91	Yes No

1. Please indicate above whether your library would like us to “bill” the adjacent county—**CIRCLE YES OR NO**
2. Please sign and date below—both Library Board President and Library Director.

When authorized by this completed form, SCLS will “bill” the adjacent county (a confirmation e-mail will be sent to your library director with the final reimbursement amounts). July 1, 2022, is the deadline for counties to be billed; counties are then required to pay your library no later than March 1, 2023. We will request that the reimbursement check be sent directly to your library and made payable to your library. In order for us to submit the reimbursement requests in a timely manner, **please return this completed form by email to traciemiller@scls.info no later than April 22, 2021.**

Please contact me via e-mail (traciemiller@scls.info) or phone (608-246-5612) if you have questions.

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The **Verona (VER)** Board of Trustees and the Library Director authorize SCLS to submit the adjacent county reimbursement requests listed above:

\_\_\_\_\_  
Signature of Library Board President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Library Director

\_\_\_\_\_  
Date