

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

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

Call to order

- Approval of the Regular Meeting Minutes of 10/2/19
- Review and approval of October 2019 invoices
- Public Comments
- City Council Liaison's report
- Library Director's report
- Old Business
  1. Discussion of 2020 library budget
- New Business
  1. Discussion and possible action regarding the 2020 Verona Public Library Endowment Disbursement
  2. Discussion and possible action regarding the 2020 Library Hours and Planned Closures
  3. Discussion and possible action regarding the Library Assistant/Outreach Assistant job description
  4. Discussion and possible action regarding Reference Library Assistant job description
  5. Discussion and possible action regarding Reference Librarian/Communications Coordinator job description

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

**Wednesday, October 2, 2019, 6:30 p.m.**  
**Library Conference Room**

Present: Conwell, Huemmer, Sohail, Ryan, Hopp, Burkart  
Absent: Cronin, Kurth

**Call to order:**

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

**Approval of Minutes:**

A motion was made by Ryan, seconded by Conwell to approve the Regular Meeting Minutes of 09/04/2019. Motion carried.

**Review and Approval of Invoices:**

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

**Public Comments:**

None

**City Council Liaison Report:**

Cronin wrote that the finance committee has a preliminary “final” budget. The library budget will be approved as submitted, with all non-represented city employees receiving a 2% COLA. There has not been any further discussion regarding billing the library for services (e.g. plowing and HR/payroll) but expected to come up again, as will further discussions on billing the county. There will be a public hearing on the budget at the Monday, November 18<sup>th</sup> council meeting at 7 pm. The budget will be published in early November.

**Library Director's Report:**

Burkart reported that the video streaming devices GoChip are off-shelf now. She also reported that the endowment fund has a slight increase during the last few weeks. The Monarch event was quite popular with a large number of attendees.

**Old Business:**

- 1. Discussion of 2020 library budget:* The board discussed the significant changes in 2020 budget from the 2019 budget. The discussion was tabled until next board meeting.

**New Business:**

- 1. Discussion and possible action regarding the Meeting Room Use Policy:* A motion was made by Conwell, seconded by Sohail to approve the Meeting Room use policy. Motion Carried.

2. *Discussion and possible action regarding the Public Behavior Policy:* A motion was made by Huemmer, seconded by Ryan to approve the Public Behavior policy as amended. Motion Carried.

**Adjournment:** Meeting adjourned at 7:12 p.m.

VERONA PUBLIC LIBRARY  
DIRECTOR'S REPORT  
October 2019

***I. Collection Development***

Emma started adding Large Print titles to the Walk In collection.

The Personal Archiving Lab was completed and made available for the public to use starting October 21.

With the help of the evening Library Assistants, Ronda weeded and withdrew books from the adult mystery, fantasy, and science fiction collections.

Youth services staff weeded picture books and juvenile fiction based on circulation.

The vendor Library Ideas gave us a \$5000 credit due to the cancellation of their GoChip Beam product. We ordered 130 Vox books for the children's collection with the credit. Vox books are picture books with an audio component built into the front cover and are very popular with families.

Number of items added and deleted in September 2019:

<b>Item Type</b>	<b>Added</b>	<b>Deleted</b>
Books	776	1,129
Audio	27	449
Software	20	19
Video/DVD	46	688
Other (kits, etc.)	3	6
Magazines	140	104
<b>TOTAL</b>	<b>1,012</b>	<b>2,395</b>
<b>YTD</b>	<b>10,335</b>	<b>8,620</b>

***II. Circulation***

Circulation is down slightly year-to-date at -1.4% compared to last year.

Circulation statistics for September 2019:

Self-check-outs	29,532
Total check-outs	35,610
Self-check-outs vs. desk	82.93%
Sept. 2018 vs. Sept. 2019	-3.20%
Check-ins	76,868
Library cards added	150
Holds placed	12,001

### **III. Reference**

Emma added a new webpage to the library's website that hosts links to the library's computer class handouts.

#### **Statistics: August 23 – September 20, 2019**

Reference: 2,309 regular transactions, 279 directional  
Children's Reference: 904 regular transactions, 87 directional  
Proctoring: 9 exams proctored  
Outer Library Loans: 71 requests  
One-on-One Instruction: 42

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

Facebook: 2,822 followers, 40 posts/events  
Twitter: 1,715 followers, 54 tweets  
Instagram: 1,042 followers, 4 posts  
Events Newsletter A: 12,231 recipients  
Events Newsletter B: 12,219 recipients

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

A staff in service was held on October 11. Ronda and Theresa led a training on Biblioovation which is the new library catalog and computer system. Staff also received training on the new staff scheduling software.

Sarah DeFilippi started as a new Page I on October 3.

Mia Imperl increased her hours from 832 to 1040 hours per year. Ronda is in the process of hiring for the open 832 hours per year Library Assistant position.

Theresa conducted an Library Page meeting on October 10 during which she trained the pages on the new staff scheduling software.

Emma and Julie attended the Mental Health Symposium offered by SCLS on Tuesday, September 24.

Emma, Christi, and Bailey attended the annual WLA Conference in the Wisconsin Dells.

Emma participated in several webinars this month: WPLC Data, Tools for Building Digital Skills with Patrons and Staff, How (and Why) to Do a Simple External Communications Audit, and Creating Compelling Copy.

Stacey attended a webinar from homeless advocate Ryan Dowd on Tips for Managers of Front-Line Staff.

Julie attended a CVMIC training about generations, diversity and civility on October 8.

Emma attended a CVMIC seminar, Coaching and Feedback, on October 17.

Marissa participated in a webinar on Spanish language collection development.

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

The patron printer has been routinely malfunctioning. Emma ordered a new printer with a higher tray capacity and print volume. SCLS staff will be out in the next week to install and network the new printer.

Public Works replaced all the light bulbs in the Quiet Reading Room with LED bulbs and the malfunctioning soffit lights in the center of the library have also been repaired.

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

No changes have been made to the proposed 2020 budget since the October library board meeting.

City administration has brought up the idea that library volunteers should be subject to a background check as part of a new four-tiered background check process being developed for new hires. The library has not used background checks for volunteers in the past. We have two types of volunteers. Adult volunteers complete tasks like pick list, shelving DVD's & CD's, and cleaning discs. Adult volunteers do not work directly with the public. Infrequently, some volunteers are completing court mandated community service hours. We also have teen volunteers who work with children and families during the summer reading program. The teen volunteers listen to children talk about books and hand out coupons & prizes. They are typically middle school and high school students and the volunteer table is centrally located in plain view of library staff.

#### ***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.

The marketing committee discussed PR for the *Alexander Hamilton* traveling exhibition and migration to BiblioVation. We are looking at purchasing flash drives with the library logo as giveaways for the archiving lab and computer classes. We are also looking to purchase mugs or water bottles with "Be Part of the Story" logo to give to presenters as an alternative to single use water bottles.

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

Theresa, Ronda, Mia, and Mary attended the BiblioVation circulation training on October 17.

Emma attended two BiblioVation Migration PR Work Group meetings at SCLS headquarters.

Trudy attended the Chamber Networking Luncheon.

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

The library has raised \$226,280 to date for the library endowment fund held at Madison Community Foundation. Library staff participated in a Culver's Share Night fundraiser on Wednesday, September 18, and raised \$486.

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

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

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

21 kids signed up for the 1000 Books program in the past month, bringing the total number of registrants to 2132. Epic grant money for 2019 was recently spent on reprinting 900 log books and prizes.

**Fall Story Time Session:** September 9 – October 17.

Baby Story Time: 5 story times, attendees: 192, average: 38

Toddler Story Time: 18 story times, attendees: 648, average: 36

Preschool Story Time: 12 story times, attendees: 478, average: 40

Everybody Story Time: 18 story times, attendees: 637, average: 35

Total attendees: 1955

### **Minecraft Club**

Wednesday, September 25, 4:00–5:00 pm

Build in creative mode! Grades 1 - 6.

Attendees: 29

### **Mindfulness for Families**

Wednesday, September 25, 6:30-7:30 pm

Laura Zimmer, Verona teacher and creator of Beginner's Mind mindfulness resources for families and classrooms, led this workshop about mindfulness. Each family made a small clear mind jar to take home. Best for kids ages 5 – 11 and adults.

Attendees: 22

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

Wednesday, October 2, 4:00–5:30 pm

We went from zero to 8 attendees for this new program! Ages 8 – 18.

Attendees: 8

### **Tween Dungeons & Dragons**

Wednesday, October 9, 4:00–5:30 pm

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

Attendees: 11

### **STEAM Story Time**

Saturday, October 12, 10:00–11:00 am

STEAM-based story time with science and art activities. Geared for ages 4 - 6. This month's theme was rabbits with special guest Emily Makos.

Attendees: 53

### **Tweens Craft: Fall Sponge Paintings**

Tuesday, October 15, 4:00–4:45 pm

Ages 9 - 11.

Attendees: 6

### **Kids Yoga**

Wednesday, October 16, 1:30–2:00 pm

Presented by CI Pediatric Therapy Centers. Geared to ages 2 - 6. Attendance for yoga has been good previously, so we hope this low attendance is an anomaly.

Attendees: 3

### **Pokémon Club**

Wednesday, October 16, 4:00–5:00 pm

Ages 6 - 11. We had a great start to our new Pokémon Club – kids made buttons and Pokéballs and played games together.

Attendees: 30

**Kids Craft: Fall Luminaries**

Monday, October 21, 4:00–4:30 pm

Ages 6 - 8.

Attendees: 24

**Minecraft Club**

Wednesday, October 23, 4:00–5:00 pm

Build in creative mode! Grades 1 - 6.

Attendees: 19

**Rockin’ Reptiles and Awesome Amphibians**

Thursday, October 24, 10:30–11:30 am

Presented by the National Mississippi River Museum and Aquarium, this low-key educational program brought in a nice crowd. The two presenters had toads, turtles, and a snake to show.

Attendees: 90

**Family Movie: Detective Pikachu**

Friday, October 25, 10:00–11:45 am

A staff member wore our Pikachu costume with a detective hat before the show.

Attendees: 53

**Seasonal Changes: Autumn**

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

Storytelling naturalist Coral Conant Gilles told for autumn stories in the oral storytelling tradition.

Attendees: 6

**Costume Dance Party**

Tuesday, October 29, 10:00–11:00 am

A great turnout for our annual costume dance party for young children.

Attendees: 199

**Upcoming Kids’ Events:**

**Child Development Story Time: Monsters**

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

Learn how to enhance your child’s language skills through reading and have an opportunity to ask questions about your child’s development during this story time led by therapists from CI Pediatric Therapy Centers, [www.therapymadison.com](http://www.therapymadison.com). For all ages and their caregivers. Story Room.

**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. Story Time Room.



### **Hamilton Sing-along**

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

Join Hamilton fans of all ages and sing along to the soundtrack of the Hamilton musical. Snacks provided; Hamilton-themed costumes encouraged. The sing-along is open to all ages, but because of profanity in the musical, anyone under 14 should be accompanied by an adult. Sponsored by Beyond the Page, Madison Community Foundation, and the National Endowment for the Humanities.

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

Wednesday, November 6, 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.

### **STEAM Story Time**

Saturday, November 9, 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: Birds with special guest Feathered Friends Sanctuary and Rescue. No registration. Community Room.

### **Tween Dungeons & Dragons**

Wednesday, November 13, 4:00–5:30 pm

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

### **“Frozen” Sing-Along**

Friday, November 15, 4:00–5:45 pm

Sing and dance along during the musical numbers while enjoying “Frozen.” Rated PG. Snacks provided. Community Room.

### **Frozen Story Time**

Saturday, November 16, 10:00–11:00 am

Enjoy stories, songs, activities, and a special guest to celebrate the upcoming release of Frozen 2. All ages. Community Room

### **Tweens Craft: Cat Tie Blankets for Angel's Wish**

Tuesday, November 19, 4:00—5:00 pm

### **Kids Yoga**

Wednesday, November 20, 1:30–2:00 pm

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

### **Pokémon Club**

Wednesday, November 20, 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.

### **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.

### **Teen Events:**

#### **Anime/Manga Club**

Thursday, 4:00 – 5:30 p.m.

October 3, Attendees: 8

October 17, Attendees: 7

October 17, Attendees: 5

Activities: watched Anime, practiced drawing and creating dialogue

#### **Teen Gaming**

Thursday, September 26, 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: 7

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

Thursday, October 10, 4:00 – 5:30 p.m.

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

Attendees: 9

#### **Crafty Monday**

Monday, October 14, 3:00 – 8:00 p.m.

Teens decorated mugs with Sharpies.

Attendees: 51

#### **Teen Escape Room: Ghosts and Monsters**

Friday, October 25, 3:00 – 5:00 p.m.

Teens worked together to solve puzzles, find clues, and crack locks to complete an adventure game.

Attendees: 20

### **Upcoming Teen Events:**

#### **Haunted Fire Ring**

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

Listen to horrific stories while making s'mores and pudgy pies at a fire behind the library. Dress warmly and bring a lawn chair if you have one!

#### **Teen Gaming**

Thursday, October 31 & November 21, 4:00 – 5:30 p.m.

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

#### **Crafty Monday**

Monday, November 11, 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, November 14, 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.

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

#### ***Papalotzin—The Flight of the Monarch Butterfly – Film Screening***

Monday, September 23, 10:00-11:00 am, 6:30–7:30 pm

Mexican filmmaker and pilot Francisco Gutiérrez documented his 72-day adventure following the monarch butterflies travel from Canada to Mexico.

Attendees: 32, 10:00-11:00 am

Attendees: 62, 6:30-7:30 pm

#### **“Stained Glass Monarch” Charcoal Drawing**

Tuesday, September 24, 6:00–8:30 pm

Instructor and artist Robert Gorder provided step-by-step instructions on how to draw a Monarch butterfly using charcoal. Everyone took home their masterpiece charcoal drawing, a matte, and a protective sleeve.

Attendees: 27

#### **Endowment Donor and Volunteer Appreciation Party**

Saturday, September 28, 6:30–8:30 pm

A special event celebrating the Verona Public Library Endowment supporters and volunteers featuring music, food, and refreshments.

Attendees: 80

#### **Coptic Stitch Bookmaking**

Monday, September 30, 6:30–8:00 pm

Mark Cullen, Reference Librarian, taught Coptic stitch bookbinding techniques. Participants took home a completed project.

Attendees: 13

#### **Digitization and Preservation of Family Documents**

Tuesday, October 1, 6:00–8:00 pm

Through digitization and preservation efforts, you can help ensure the longevity of important family and personal documents. This class will cover the basics and best practices of digitization and introduce the concepts of preservation.

Attendees: 7

#### **Mediterranean Night Cooking Class**

Wednesday, October 2, 6:30–8:00 pm

Huma Siddiqui, cookbook author and founder of White Jasmine, presented a cooking demonstration featuring harissa shrimp and Mediterranean couscous. Everyone enjoyed a tasting of the food prepared.

Attendees: 23

#### **When Cartoon Worlds Collide A Twistedly Absurd Mashup of Politics and Comics**

Thursday, October 3, 7:00-8:30 pm

Leigh Rubin creator of the comic “Rubes®”, and “Wisconsin State Journal” editorial cartoonist Phil Hands shared their cartoons. Rubin and Hands donated signed prints for prizes. This is an annual event. We have hosted Rubin nine years and Hands six years.

Attendees: 45

### **Rendever Virtual Reality Tour: Mystery Trip**

Monday, October 7, 10:00–10:30 am

Alasa Wiest, Program Manager at the Verona Senior Center, guided attendees through an immersive 360-degree virtual reality experience of haunted houses.

Attendees: 4

### **English Classes for Adults**

Mondays, 6:00–8:00 pm

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

October 7, attendees: 6

October 14, attendees: 16

October 21, attendees: 10

October 28, attendees: 8

### ***The Public* Film Screening and Discussion**

Tuesday, October 8, 6:00–8:30 pm

Following the film screening of *The Public*, there was a panel discussion of community members, Marcia Kasieta, Executive Director at Badger Prairie Needs Network, Melissa Salisbury, VASD Social Worker, Lisa Hemauer, Joining Forces for Families and Stacy Burkart, Director of the Verona Public Library.

Attendees: 35

### **Appy Hour – Food Apps**

Wednesday, October 9, 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: 4

### **Basic Fall Home Maintenance**

Wednesday, October 9, 6:30–8:00 pm

Adam Weisse, Field Supervisor at Project Home, gave maintenance tips to keep your home safe, healthy, and warm, and avoid problems and costly repairs down the road. Adam said we do a great job promoting our events and he was very happy with the number of attendees. At other venues, he usually has audiences of 10 people. Attendee comment from program feedback form: “Fantastic info-can’t wait for more events! Adam is so dang knowledgeable on everything!!”

Attendees: 21

### **NERF or Nothing**

Friday, October 18, 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: 7

### **Senior Case Management Outreach**

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

Becky Losby, case manager, from the Verona Senior Center, was available to answer questions and provided resources.

Attendees: 1

### **It's All Online! Or Is It? Online Genealogical Research**

Tuesday, October 22, 6:30–7:30 pm

Lori Bessler, a genealogy specialist, provided instruction on genealogy websites. Presented in partnership with the Wisconsin Historical Speakers Bureau.

Attendees: 30

### **Alexander Hamilton: The Historian and Playwright**

Wednesday, October 23, 7:00–8:00 pm

John Kaminski, Ph.D., Director at the UW-Madison Center for the Study of the American Constitution, discussed Hamilton's spectacular rise from obscurity in the West Indies to the heights of power directing the new nation's finances and serving as the leader of one of the two great political parties of the 1790s. Kaminski also highlighted the strengths and shortcomings of Lin-Manuel Miranda play, *Hamilton*. Funded by Beyond the Page, Madison Community Foundation and National Endowment for the Humanities.

Attendees: 62

### **Books 'n Booze Book Group**

Thursday, October 24, 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 *A Head Full of Ghosts* by Paul Tremblay.

Attendees: 14

### **Learn Hands-Only CPR**

Thursday, October 24, 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.

Attendees: 9

### **Ouija Board Screen Printing**

Monday, October 28, 6:30–8:00 pm

Participants received instruction to print a shirt featuring vintage and spooky Ouija Board graphics. Taught by Mark Cullen, Reference Librarian.

Attendees: 10

### **Getting to Know Medicare**

Tuesday, October 29, 6:30–8:00 pm

Whether you're planning to enroll in Medicare or have had it for years, most people have questions. Plus, changes occur regularly. Have your questions answered by Jesse Grutz, of Grutz Financial.

Attendees: 13

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

### **Books 'n Booze @ Sugar River Pizza Company**

Thursday, November 21, 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. This month we'll be discussing *My Year of Rest and Relaxation* by Ottessa Moshfegh.

### **English Classes for Adults**

Mondays thru November, 6:00–8:00 pm

Participants will learn English communication skills. The library will provide free childcare.

### **First Words, First Draft--First Book**

Wednesday, October 30, 6:30–7:30 pm

Join the writing team of Peggy Williams and Mary Joy Johnson for a discussion about how to get started on your novel or memoir and what to do once the first draft is completed. The authors will speak from their experience co-writing two mystery novels, *On the Road to Death's Door* and *On the Road to Where the Bells Toll*, under the pen name of M. J. Williams. Books will be available for sale and signing.

Sponsored by the Friends of the Verona Public Library.

### **Reindeer Virtual Reality Tour: Beautiful Sky and All Its Wonders**

Monday, November 4, 10:00–10:30 am

Experience the wonder of a time-lapse sunset, a solar eclipse, and the Aurora Borealis, then go inside a lightning storm with virtual reality. 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.

### **HAMILTON: How a Musical about History is Making Musical History**

Monday, November 4, 6:30–7:30 pm

*HAMILTON: An American Musical* tells the story of the founding of the country and the Revolution, while also commenting on contemporary issues in America today. With a soundtrack and script that fuses classical musical theatre and poetry with elements of popular music and hip hop, its storytelling both builds on the past and looks to the future. Sarah Marty, Faculty Affiliate at the UW-Madison Division of the Arts, will discuss how both Hamiltonians and those new to *HAMILTON* will enjoy learning more about this award-winning show. Funded by Beyond the Page, Madison Community Foundation and National Endowment for the Humanities.

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

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

Fitch-Rona EMS will check your blood pressure and blood sugar, and Capitol Physical Therapy will provide fall-prevention screenings. These services are at no charge.

### **Memory Screening**

Thursday, November 7, 1:30–4:30 pm

Create a baseline for monitoring future memory changes. Specialists from the Aging & Disability Resource Center (ADRC) will provide free 20-minute, confidential screenings. They'll also share information about memory, memory clinics, brain health, and local resources. Sign up at the reference desk or call 608-845-7180 ext. 3. Questions about the screens? Call ADRC 608-240-7400.

### **Senior Case Management Outreach**

Monday, November 11, 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.

### **Lighthouse Keeping**

Tuesday, November 12, 6:30–7:30 pm

Living in a lighthouse sounds romantic and adventurous – hear what it was like for Dave and Rhonda Mossner of Verona who spent a week running the Mission Point Lighthouse as volunteers. They will share their experience and the photos they've taken while visiting nearly 100 lighthouses on Lake Michigan, Huron, and Winnebago. Presented in partnership with Oakwood Village.

### **Stop the Bleed Training**

Thursday, November 14, 7:00–8:00 pm

Stop the Bleed class is designed for individuals with little or no medical training who may be called upon as immediate responders. Fitch-Rona EMS will teach you 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. Registration required. Class size limited to 10 participants.

### **Dye It, Bling It, Wear It!**

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

Silk scarves are a great way to add a little color to your life, and decorating them is easier and faster than you think. Jane Foos, Fiber Artist, will teach you how to dye an infinity silk scarf with translucent dyes that set without chemicals or steaming. After your scarf is dyed, you can add a touch of metallic bling. All supplies will be provided. Registration required. Class size limited to 12 participants.

### **Exhibits:**

#### ***Alexander Hamilton Traveling Exhibition***

October 22 – November 19, 2019

This exhibition examines Hamilton's central role during the Revolutionary War and Founding period in creating the economic, constitutional, social, journalistic, political, and foreign policy templates for modern America.

#### ***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 story times:**

Total daycare story time presentations: 17

Total Sensory Friendly story times: 3

### **Country View Monarch Butterfly Field Trip**

Monday, September 23, 12:30–2:00 pm

Second graders from Country View Elementary came to the library to see the Monarch Butterfly exhibit and watch the *Papalotzin* film.

Attendees: 125

### **Prairie Oaks Book Group**

Tuesdays, September 24 and October 22, 1:00–2:00 pm

The group read *Skinny Dip* by Carl Hiaasen and *The Immortal Life of Henrietta Lacks* by Rebecca Skloot.

Attendees: 6, 7

### **Eplegaarden Story Times**

Fridays, September 27 and October 11, 10:30–11:00 am

Outreach story times at Eplegaarden in Fitchburg. Attendees also checked out books. Rainy, cool weather affected attendance at both story times.

Attendees: 18, 4

### **Verona Fall Fest**

Friday, September 27, 4:00–8:00 pm

Despite rainy weather, the library gave out 124 books to children who came to the Chamber of Commerce's annual Fall Fest. Families could also take event flyers and sign children up for the 1000 Books before Kindergarten program.

Attendees: 244

### **Navigant STEAM Fair**

Saturday, September 28, 9:30 am–12:00 pm

Navigant brought their STEAM Fair back to the library with projects and activities for kids. Several Girl Scout Troops attended, along with a field trip of 14 people from Glacier Edge Elementary.

Attendees: 200

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

Mondays and Tuesdays, October 1, 7, 14, 15, and 21, 3:45–4:30 pm

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

Attendees: 14, 21, 22, 38, 10

### **Senior Center Book Group**

Wednesday, October 9, 12:30–1:30 pm

The group discussed *All Creatures Great and Small* by James Herriot.

Attendees: 7

### **Stoner Prairie Nakoma Heights Club**

Wednesday, October 9, 4:00–5:00 pm

Books for checkout at this afterschool program. Two new library cards were made.

Attendees: 10



**VASD Pre-K Screening**

Wednesday, October 16, 3:00–5:00 pm

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

Attendees: 11

**Four Winds Book Group**

Monday, October 21, 2:00–3:00 pm

The residents discussed *The Aviator's Wife* by Melanie Benjamin.

Attendees: 5

**Truck Story Time at Willow Pointe**

Wednesday, October 23, 10:30–11:00 am

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

Attendees: 20

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

Thursdays, October 3, 10, and 17, 2:30–4:00 pm

Crafts and stories at the Kids' Room at BPNN.

Attendees: 0, 4, 3

**Upcoming Outreach Events****Community Helpers Story Time: Police**

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

Two story times at city hall featuring a guest police officer and a squad car on site.

**Main Street Trick or Treat**

Thursday, October 31, 3:30–5:00 pm

Julie and Marissa will be at this event sponsored by the Chamber of Commerce.

**Noel Manor Book Group**

Friday, November 1, 10:30–11:30 am

Marissa will be going to the book group at Noel Manor for the first time to meet the residents and drop off copies of December's book.

**Verona Kids Expo**

Saturday, November 2, 9:00 am–2:00 pm

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

**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.

**Stoner Prairie Nakoma Heights Club**

Wednesday, November 6, 4:00–5:00 pm

Books for checkout at this afterschool program.

**Kind and Joyful Field Trip**

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

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

**Senior Center Book Group**

Wednesday, November 13, 12:30–1:30 pm

The group will be reading *Carnegie's Maid* by Marie Benedict.

**Girl Scout Program**

Thursday, November 14, 6:30-8:00 pm

A local Girl Scout Troop will be coming to the library to earn the Book Artist Badge.

**Four Winds Book Group**

Monday, November 18, 2:00–3:00 pm

The residents will discuss *The Love Song of Miss Queenie Hennessy* by Rachel Joyce.

**Prairie Oaks Book Group**

Tuesday, November 19, 1:00–2:00 pm

The group will be reading *The Twelve Days of Christmas* by Debbie Macomber.

**VASD Pre-K Screening**

Wednesday, November 20, 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

**LIBRARY  
PROPOSED 2020 BUDGET**

200-00000	ACTUAL 2018	6/30 ACTUAL 2019	ADOPTED BUDGET 2019	PROJECTED 2019	PROPOSED 2020	% INCR (DECR)
<b>REVENUES</b>						
41110 TAX LEVY OPERATIONS	\$ 792,084	\$ 910,829	\$ 910,829	\$ 910,829	\$ 1,040,941	
41110 TAX LEVY DEBT SERVICE	327,858	330,244	330,244	330,244	284,719	
43792 SOUTH CENTRAL LIBRARY SYSTEM	-	-	1,625	1,625	1,625	
43790 DANE COUNTY	610,606	659,926	659,926	659,926	733,686	
43791 DC FACILITY REIMBURSEMENT	189,043	214,686	214,686	214,686	231,581	
46710 FINES/FORFEITURES	30,711	5,328	9,000	10,654	10,000	
46711 COPIES	6,498	3,876	6,300	7,752	7,000	
46712 FAX	996	481	1,000	962	1,000	
46713 MISCELLANEOUS	15,856	21,004	21,002	21,002	15,691	
48500 DONATIONS	50,285	22,468	35,000	35,000	35,000	
49200 TRF FROM OTHER FUNDS (APPLY TO DEBT)	55,000	55,000	55,000	55,000	107,000	
<b>TOTAL LIBRARY REVENUES</b>	<b>\$ 2,078,937</b>	<b>\$ 2,223,842</b>	<b>\$ 2,244,612</b>	<b>\$ 2,247,680</b>	<b>\$ 2,468,243</b>	<b>9.96%</b>

**VERONA PUBLIC LIBRARY  
PROPOSED 2020 BUDGET**

	ACTUAL	6/30 ACTUAL	ADOPTED BUDGET	PROJECTED	PROPOSED	% INCR (DECR)
200-00000	2018	2019	2019	2019	2020	
<b>PERSONNEL SERVICES</b>						
51100 SALARIES AND WAGES	909,692	495,637	1,021,225	\$ 1,021,225	\$ 1,132,618	
51102 LONGEVITY	8,437	4,831	11,542	11,542	12,749	
52200 HEALTH INSURANCE	103,756	46,131	87,854	87,854	94,284	
52201 DENTAL INSURANCE	10,253	5,664	10,608	10,608	15,718	
52202 SOCIAL SECURITY	68,432	37,503	79,007	79,007	87,621	
52203 LIFE INSURANCE	1,148	405	1,283	1,283	1,250	
52204 WISCONSIN RETIREMENT	45,774	23,296	46,517	46,517	50,286	
52205 INCOME CONTINUATION	-	-	-	-	-	
<b>TOTAL PERSONNEL SERVICES</b>	<b>\$ 1,147,492</b>	<b>\$ 613,467</b>	<b>\$ 1,258,036</b>	<b>\$ 1,258,036</b>	<b>\$ 1,394,526</b>	<b>10.85%</b>
<b>OPERATING EXPENDITURES</b>						
53413 OTHER CONTRACTUAL	\$ 44,542	\$ 24,983	\$ 48,921	\$ 59,439	\$ 62,823	
53601 UTILITIES	50,612	25,311	60,800	50,622	53,800	
53603 COMMUNICATIONS	17,732	8,674	16,144	17,348	20,746	
53509 REPAIR/MAINTENANCE SERVICES	24,486	28,794	37,775	37,775	37,775	
53307 RECRUITMENT	14	28	100	28	100	
53301 OFFICE SUPPLIES	-	-	-	-	-	
53304 MEMBERSHIP AND DUES	1,212	526	1,615	1,615	1,615	
53702 TRAVEL AND MEALS	7,127	2,204	6,600	6,600	6,600	
53701 CONFERENCE AND TRAINING	4,887	428	4,030	4,030	4,030	
53330 OTHER SUPPLIES AND EXPENSES	36,970	22,159	39,440	39,440	49,460	
53405 DATA PROCESSING/LINK	106,557	109,398	118,852	118,852	120,342	
53810 INSURANCE	12,960	14,111	14,500	14,500	14,500	
53503 RENTS/LEASES	9,842	3,986	10,099	10,099	10,099	
53415 EVENTS	14,504	6,752	23,860	23,860	28,210	
53310 GRANT/GIFT EXPENSE	56,561	22,614	-	37,614	35,000	
<b>TOTAL OPERATING EXPENDITURES</b>	<b>\$ 388,006</b>	<b>\$ 269,968</b>	<b>\$ 382,736</b>	<b>\$ 421,822</b>	<b>\$ 445,100</b>	<b>16.29%</b>
<b>MATERIALS AND OUTLAY</b>						
53311 ADULT BOOKS	\$ 48,990	\$ 19,513	\$ 59,175	\$ 60,135	\$ 62,400	
53312 JUVENILE BOOKS	57,486	29,920	62,100	63,060	65,462	
53313 VIDEO MATERIALS	19,591	6,480	17,955	17,955	17,955	
53314 AUDIO MATERIALS	11,511	3,497	13,520	13,520	13,520	
53315 ELECTRONIC MEDIA	14,923	15,992	29,086	29,086	30,286	
53316 MAGAZINE SUBSCRIPTIONS	7,153	7,498	7,500	7,500	8,675	
54903 EQUIPMENT CAPITAL OUTLAY	120,226	9,989	-	18,186	-	
54904 INFRASTRUCTURE OUTLAY	48,659	-	-	-	-	
54906 OFFICE EQUIPMENT OUTLAY	10,174	14,262	20,600	20,600	16,600	
<b>TOTAL MATERIALS AND OUTLAY</b>	<b>\$ 338,713</b>	<b>\$ 107,151</b>	<b>\$ 209,936</b>	<b>\$ 230,042</b>	<b>\$ 214,898</b>	<b>2.36%</b>
<b>RESERVE EXPENDITURES</b>						
55101 RESERVE FUNDED EXPENDITURES	\$ -	\$ -	\$ 20,000	\$ 20,000	\$ 22,000	
<b>TOTAL LIBRARY BUDGET</b>	<b>\$ 1,874,211</b>	<b>\$ 990,586</b>	<b>\$ 1,870,708</b>	<b>\$ 1,929,900</b>	<b>\$ 2,076,524</b>	<b>11.00%</b>
<b>DEBT SERVICE</b>						
58100 PRINCIPAL	\$ 325,000	\$ 335,000	\$ 335,000	\$ 335,000	\$ 350,000	
58200 INTEREST	57,858	50,244	50,244	50,244	41,719	
<b>TOTAL DEBT SERVICE</b>	<b>\$ 382,858</b>	<b>\$ 385,244</b>	<b>\$ 385,244</b>	<b>\$ 385,244</b>	<b>\$ 391,719</b>	<b>1.68%</b>
<b>TOTAL LIBRARY EXPENDITURES</b>	<b>\$ 2,257,069</b>	<b>\$ 1,375,830</b>	<b>\$ 2,255,952</b>	<b>\$ 2,315,144</b>	<b>\$ 2,468,243</b>	<b>9.41%</b>

Acct No.	Description	DEPT USE-DATA ENTRY AREA				Formula Driven - No Data Entry Required						
		Hours	FTE	Annual Salary	Total Wages	2018 Year End Actual	2019 6 Mos Actual	2019 Adopted Budget	2019 Year End Estimate	2020 Dept. Request	Adjust. Increase (Decrease)	2020 Proposed
200 00000												
<b>51100</b>	<b>Salaries and Wages</b>											
0.00%	Stacey Burkart/Library Director	2080	1.00	86,025	86,025						1,721	87,746
1.26%	Emma Cobb/Head of Reference	2080	1.00	57,673	57,673						1,894	59,567
1.84%	Ronda Evenson/Head of Circulation	2080	1.00	59,259	59,259						2,297	61,556
2.64%	Lorandos, Trudy/Adult Program Coord	2080	1.00	59,259	59,259						2,781	62,040
0.92%	Theresa Skov/Head of Tech Services	2080	1.00	59,259	59,259						1,741	61,000
2.58%	Julie Harrison /Assist Library Director	2080	1.00	68,689	68,689						3,182	71,871
0.92%	Mary Ostrander/Youth Svces Librarian	2080	1.00	51,328	51,328						1,509	52,837
1.54%	Leah Portz/Youth Services Librarian	2080	1.00	52,740	52,740						1,883	54,623
2.26%	Mark Cullen/Reference Librarian	2080	1.00	49,955	49,955						2,151	52,106
2.30%	Marisa Gehrke/Community Engagem	2080	1.00	48,618	48,618						2,113	50,731
	NEW Reference Librarian/Communic	2080	1.00	46,050	46,050							46,050
COLA percent not official	2.00% <b>Subtotal Full Time Wages</b>				<b>638,855</b>							
	<b>Estimated Current Year</b>				<b>587,798</b>	<b>909,692</b>	<b>495,637</b>	<b>1,021,225</b>	<b>587,798</b>	<b>638,855</b>	<b>21,272</b>	<b>660,127</b>
<b>51102</b>	<b>Longevity</b>											
15	3/8/2005 Stacey Burkart/Library Director	\$ 86,025	3.00%	1.00	2,581						52	2,633
3	7/17/2017 Emma Cobb/Head of Reference	\$ 51,996	0.00%	1.00	0						0	0
16	1/19/2004 Trudy Lorandos/Adult Program Coord	\$ 59,259	3.00%	1.00	1,778						83	1,861
24	5/1/1996 Ronda Evenson/Head of Circulation	\$ 59,259	4.00%	1.00	2,370						92	2,462
16	6/7/2004 Connie Donkle/Library Assistant	\$ 25,646	3.00%	1.00	769						15	784
11	1/22/2009 Julie Harrison/Assist Library Director	\$ 68,689	2.00%	2.00	1,374						111	1,485
11	1/29/2009 Tonja Lepien/Reference Librarian	\$ 25,667	2.00%	1.00	513						24	537
5	8/24/2015 Mary Ostrander /Youth Svces Librarian	\$ 51,328	1.00%	0.00	513						0	513
4	2/8/2016 Mark Cullen/Reference Librarian	\$ 49,955	0.00%	0.00	0						0	0
8	6/11/2012 Leah Portz/Youth Services Librarian	\$ 52,740	1.00%	0.00	527						0	527
11	8/31/2009 Theresa Skov/Head of Tech Services	\$ 59,259	2.00%	1.00	1,185						64	1,249
5	5/4/2015 Elizabeth Strutz/Admin Assistant	\$ 20,332	1.00%	1.00	203						15	218
12	6/7/2008 Margaret Nelson/Library Assistant	\$ 20,800	2.00%	1.00	416						64	480
	<b>Subtotal Longevity</b>				<b>12,229</b>							
	<b>Estimated Current Year</b>				<b>11,542</b>	<b>8,437</b>	<b>4,831</b>	<b>11,542</b>	<b>11,542</b>	<b>12,229</b>	<b>520</b>	<b>12,749</b>
	<b>Part Time Wages</b>											
	<b>Nonexempt</b>											
2.06%	Library Asst-Nelson	1040	0.50	20.00	20,800						853	21,653
0.00%	Library Asst-Donkle	1248	0.60	20.55	25,646						513	26,159
2.53%	Ref Librarian-Lepien	1040	0.50	24.68	25,667						1,175	26,842
	Subtotal Non Exempt				72,113							
	<b>Exempt</b>											
0.00%	Library Asst/Meuth	832	0.40	17.00	14,144						283	14,427
0.00%	Library Asst/Mrochek	1040	0.50	17.00	17,680						354	18,034
1.42%	Library Asst/Spranger	1040	0.50	17.47	18,169						626	18,795
2.52%	Library Asst/Imperl	832	0.40	17.47	14,535						665	15,200
2.64%	Library Asst/Becker	1040	0.50	17.47	18,169						852	19,021
2.64%	Library Asst/Richardson	1040	0.50	18.44	19,178						900	20,078
1.85%	Admin Assistant/Strutz	1040	0.50	19.55	20,332						791	21,123
0.00%	Library Asst/Anderson	832	0.40	17.00	14,144						283	14,427
0.92%	Library Asst/Sandler	1040	0.50	17.47	18,169						533	18,702

2.64%	Youth Serv Library Asst/Makos	1248	0.60	18.51	23,100					462	23,562
0.80%	Library Asst/Schroeer	832	0.40	17.00	14,144					283	14,427
0.00%	Library Asst/Augspurgen	832	0.40	17.47	14,535					291	14,826
0.00%	Library Asst/Doing	832	0.40	17.47	14,535					291	14,826
0.00%	Library Asst/Matulat	832	0.40	17.47	14,535					291	14,826
0.00%	Youth Serv Library Asst/Adams	1040	0.50	18.51	19,250					385	19,635
0.91%	Youth Serv Library Asst/Karls	1040	0.50	18.51	19,250					385	19,635
	NEW Library Assistant	1040	0.50	16.87	17,545						17,545
	NEW Reference Library Assistant	416	0.20	16.87	7,018						7,018
	NEW Reference Library Assistant	416	0.20	16.87	7,018						7,018
	Summer Libr Prgm LTE/	288	0.14	18.25	5,256					0	5,256
	Summer Libr Prgm LTE/	0	0.00	0.00	0					0	0
	Subtotal Exempt				310,706						
	<u>PAGES</u>										0
	Page II	520	0.25	12.50	6,500					0	6,500
	Page II	520	0.25	12.50	6,500					0	6,500
	Page II	520	0.25	12.50	6,500					0	6,500
	Page II	520	0.25	12.50	6,500					0	6,500
	NEW Page II	520	0.25	12.50	6,500					0	6,500
	NEW Page I	416	0.20	10.50	4,368					0	4,368
	Page I	520	0.25	10.50	5,460					0	5,460
	Page I	520	0.25	10.50	5,460					0	5,460
	Page I	520	0.25	10.50	5,460					0	5,460
	Page I	416	0.20	10.50	4,368					0	4,368
	Page I	416	0.20	10.50	4,368					0	4,368
	Page I	416	0.20	10.50	4,368					0	4,368
	Page I	416	0.20	10.50	4,368					0	4,368
	Page I	416	0.20	10.50	4,368					0	4,368
	Page I	416	0.20	10.50	4,368					0	4,368
	Page I	416	0.20	10.50	4,368					0	4,368
	Subtotal Pages (Exempt)	7,072			79,456					0	4,368
COLA rate unofficial	2.00%	<b>Subtotal Part Time Wages</b>			<b>462,275</b>						
		<b>Estimated Current Year</b>			<b>433,427</b>			<b>433,427</b>	<b>462,275</b>	<b>10,216</b>	<b>472,491</b>
<b>52200</b>	<b>Health Insurance</b>		<u>Month</u>	<u>%</u>	<u>Total</u>						
	Stacey Burkart - Unity UW	Family	1,504.40	100.00%	18,053					0	18,053
	Ronda Evenson - Unity UW	Single	613.56	100.00%	7,363					0	7,363
	Trudy Lorandos - Unity UW	Single	613.56	100.00%	7,363					0	7,363
	Emma Cobb - Unity UW	Single	613.56	100.00%	7,363					0	7,363
	NEW- Unity UW	Family	1,504.40	100.00%	10,531					0	10,531
Waived	Mary Ostrander									0	0
	Mark Cullen	Family	1,504.40	100.00%	18,053					0	18,053
	Marissa Gehrke- Unity UW	Single	613.56	100.00%	7,363					0	7,363
	Connie Donkle - UW Health	Family	1,504.40	60.00%	10,832					0	10,832
Waived	Theresa Skov									0	0
	Leah Portz - Unity UW	Single	613.56	100.00%	7,363					0	7,363
Waived	Tonja Lepien - Unity UW									0	0
Waived	Elizabeth Strutz									0	0
Waived	Julie Harrison	Family								0	0
	Christine Makos	Single	613.56	50.00%	3,681					0	0
	Subtotal Health Insurance				97,965						
	<b>Estimated Current Year</b>				<b>87,854</b>	<b>103,756</b>	<b>46,131</b>	<b>87,854</b>	<b>87,854</b>	<b>97,965</b>	<b>0</b>
<b>52201</b>	<b>Dental Insurance</b>		<u>Employee</u>	<u>Family</u>	<u>EE/Child</u>	<u>EE/Spouse</u>					
	Stacey Burkart		0	1,924	0	0				0	1,924
	Mark Cullen		0	1,924	0	0				0	1,924
	Emma Cobb		545	0	0	0				0	545
	Ronda Evenson		545	0	0	0				0	545

Waived	Eligible	Trudy Lorandos	545	0	0	0						0	545		
		New FT Position	0	1,924	0	0							0	1,924	
		Makos (.6 FTE)	327	0	0	0							0	327	
		Connie Donkle (.6 FTE)	0	1,154	0	0							0	1,154	
		Mary Ostrander	0	0	0	1,074							0	1,074	
		Mikayla Mrochek (.5 FTE)	0	0	0	0							0	0	
		Theresa Skov	545	0	0	0							0	545	
		Leah Portz	545	0	0	0							0	545	
		Marissa Gehrke	545	0	0	0							0	545	
		Julie Harrison	0	1,924	0	0							0	1,924	
		Michael Richardson	273	0	0	0							0	273	
		New PT Position	0	962	0	0							0	962	
		Change % PT Position	0	962	0	0							0	962	
		Total Dental Plan Premiums	<b>\$3,870</b>	<b>\$10,775</b>	<b>\$0</b>	<b>1,074</b>							0	0	
		<b>Subtotal Dental Insurance</b>		<b>ALL COVERAGES</b>			<b>15,718</b>								
		<b>Estimated Current Year</b>					<b>10,608</b>	<b>10,253</b>	<b>5,664</b>	<b>10,608</b>	<b>10,608</b>	<b>15,718</b>	<b>0</b>	<b>15,718</b>	
		<b>52202</b>	<b>Social Security</b>	<u>Wages</u>	<u>FICA</u>	<u>Medicare</u>	<u>Total S.S.</u>								
		\$ 1,113,359	6.20%	1.45%	85,172						2,449	87,621			
<b>Subtotal Social Security</b>					<b>85,172</b>										
<b>Estimated Current Year</b>					<b>79,007</b>	<b>68,432</b>	<b>37,503</b>	<b>79,007</b>	<b>79,007</b>	<b>85,172</b>	<b>2,449</b>	<b>87,621</b>			
<b>52203</b>	<b>Life Insurance</b>	12/31/2020	<u>Wages (000)</u>	<u>Mo./\$1000</u>	<u>Total</u>										
		Stacey Burkart	\$ 88	0.12	127						0	127			
	waived	Mark Cullen	\$ 53	0.22	140						0	140			
		Julie Harrison	0	0.12	0						0	0			
		Theresa Skov	\$ 61	0.07	51						0	51			
	waived	Leah Portz	\$ 55	0.06	40						0	40			
		Tonja Lepien	0	0.12	0						0	0			
		Connie Donkle	\$ 27	0.49	159						0	159			
		Ronda Evenson	\$ 62	0.12	89						0	89			
		Marissa Gehrke	\$ 47	0.05	28						0	28			
		Emma Cobb	\$ 0	0.06	0						0	0			
		Trudy Lorandos	\$ 63	0.49	370						0	370			
		Mary Ostrander	\$ 53	0.06	\$ 38						0	38			
		Subtotal Life Insurance			1,042						0	0			
		Plus Administration Fee		20.00%	208						0	208			
<b>Subtotal Life Insurance</b>					<b>1,250</b>										
<b>Estimated Current Year</b>					<b>1,283</b>	<b>1,148</b>	<b>405</b>	<b>1,283</b>	<b>1,283</b>	<b>1,250</b>	<b>0</b>	<b>1,250</b>			
<b>52204</b>	<b>WI Retirement</b>		<u>Wages</u>	<u>WRS Rate</u>	<u>Total WI Retire</u>										
		Full Time Wages	\$ 638,855	13.50%	86,245						2,872	89,117			
		Longevity	12,229	13.50%	1,651						70	1,721			
		Part Time Wages	72,113	13.50%	9,735						0	9,735			
		Less: WRS Employee Contribution	\$ 723,197	6.75%	(48,816)						-1,471	-50,287			
<b>Subtotal WI Retirement</b>					<b>48,815</b>										
<b>Estimated Current Year</b>				2017	<b>46,517</b>	<b>45,774</b>	<b>23,296</b>	<b>46,517</b>	<b>46,517</b>	<b>48,815</b>	<b>1,471</b>	<b>50,286</b>			
<b>52205</b>	<b>Income Continuati</b>		<u>Wages</u>	<u>Rate</u>	<u>PREM HO</u>	<u>Total</u>									
		S. Burkart	\$ 74,000	0.475%	-352	\$ 0					0	0			
		J. Harrison	\$ 0	0.475%	0	\$ 0					0	0			
		R. Evenson	\$ 44,000	0.475%	-209	\$ 0					0	0			
		C. Donkle	\$ 18,000	0.475%	-86	\$ 0					0	0			
		T. Skov	\$ 0	0.475%	0	\$ 0					0	0			
		L. Portz	\$ 21,000	0.475%	-100	\$ 0					0	0			
		E. Cobb		0.475%	0	\$ 0					0	0			

	T. Lepien		\$ 0	0.475%	0	\$ 0						0	0
	T.Lorandos		\$ 44,000	0.475%	-209	\$ 0						0	0
	<b>Subtotal Income Continuation</b>					<b>\$ 0</b>							
	<b>Estimated Current Year</b>					<b>\$ 0</b>	0	0	0	0	0	0	0
	<b>TOTAL PERSONNEL SERVICES</b>					<b>1,362,279</b>	<b>\$ 1,147,492</b>	<b>\$ 613,467</b>	<b>\$ 1,258,036</b>	<b>\$ 1,258,036</b>	<b>\$ 1,362,279</b>	<b>\$ 35,928</b>	<b>\$ 1,394,526</b>
<b>53413</b>	<b>Other Contractual</b>	Professional audit	<i>Annual audit performed by Baker Tilly</i>			1,700						0	1,700
		BS&A software license				594						0	594
		Janitorial services				33,360						0	33,360
		Baycom, door access				1,238							1,238
		Pest control				540							540
		Hellenbrand water softener				220							220
		Cintas fire monitoring				408							408
		Premium Water				1,200							1,200
		Landscaping				14,480							14,480
		Cintas floor mats				860							860
		Cintas fire system inspection				350							350
		1901 (HVAC maintenance)				7,390							7,390
		Ahern fire sprinkler inspection				483							483
						0							0
		<b>Subtotal Professional Svces.</b>				<b>62,823</b>							
		<b>Estimated Current Year</b>				<b>48,921</b>	44,542	24,983	48,921	59,439	62,823	0	62,823
<b>53601</b>	<b>Utilities</b>		<b>Madison Gas Alliant (Elec) Wtr,swr,storm</b>										
		Utilities	10,400	39,000	4,400	53,800						0	53,800
		<b>Subtotal Utilities</b>		0	0	<b>53,800</b>							
		<b>Estimated Current Year</b>	8,844	40,469	4,377	<b>60,800</b>	50,612	25,311	60,800	50,622	53,800	0	53,800
<b>53603</b>	<b>Communications</b>		<b>TDS Phone Other</b>										
		Communications	12,196	8,550		20,746						0	20,746
		<b>Subtotal Communications</b>				<b>20,746</b>							
		<b>Estimated Current Year</b>				<b>16,144</b>	17,732	8,674	16,144	17,348	20,746	0	20,746
<b>53509</b>	<b>Repair/Mtce Serv</b>	floor/carpet cleaning				5,000						0	5,000
		Mechanicals/Electrical/Security/Handyman				27,400						0	27,400
		Repair Supplies				2,000						0	2,000
		AED replacement parts				75						0	75
		Window cleaning				3,300						0	3,300
		<b>Subtotal Repair/Mtce Services</b>				<b>37,775</b>							
		<b>Estimated Current Year</b>				<b>37,775</b>	24,486	28,794	37,775	37,775	37,775	0	37,775
<b>53307</b>	<b>Recruitment</b>	Ads/travel/background checks				100						0	100
		<b>Subtotal Office Supplies</b>				<b>100</b>							
		<b>Estimated Current Year</b>				<b>100</b>	14	28	100	28	100	0	100
<b>53301</b>	<b>Office Supplies</b>	Office Supplies	move to 340 cross functional supplies			\$ 0						0	0
		<b>Subtotal Office Supplies</b>				<b>\$ 0</b>							
		<b>Estimated Current Year</b>				<b>\$ 0</b>	0	0	0	0	0	0	0
<b>53304</b>	<b>Memberships/Dues</b>	WI Library Association	6 Memberships			795						0	795
		Other/ALA	4 ALA/PLA Memberships			820						0	820
		<b>Subtotal Memberships/Dues</b>				<b>1,615</b>							
		<b>Estimated Current Year</b>				<b>1,615</b>	1,212	526	1,615	1,615	1,615	0	1,615
<b>53702</b>	<b>Travel &amp; Meals</b>	Mileage Reimbursement-Airfare				1,500						0	1,500
		Lodging/Meals				3,500						0	3,500
		Parking/Driving Mileage				1,600						0	1,600
		<b>Subtotal Travel</b>				<b>6,600</b>							
		<b>Estimated Current Year</b>				<b>6,600</b>	7,127	2,204	6,600	6,600	6,600	0	6,600
<b>53701</b>	<b>Training &amp; Conf</b>	WLA/WAPL/SCLS				1,785						0	1,785
		ALA/PLA				1,545						0	1,545
		Staff Training				700						0	700
		<b>Subtotal Education</b>				<b>4,030</b>							





		Estimated Current Year	63,060	57,486	29,920	62,100	63,060	65,200	0	65,462
53313	Video/DVD/Games	DVDs/Blu-ray/Wii/Streaming video devices	17,955						0	17,955
		<b>Subtotal Operating Equipment</b>	<b>17,955</b>							
		Estimated Current Year	17,955	19,591	6,480	17,955	17,955	17,955	0	17,955
53314	Audio Materials	Audio Materials	13,520						0	13,520
		<b>Subtotal Operating Equipment</b>	<b>13,520</b>							
		Estimated Current Year	13,520	11,511	3,497	13,520	13,520	13,520	0	13,520
53315	Electronic Media	SCLS Databases/e-content/OverDrive	30,286						0	30,286
		<b>Subtotal Operating Equipment</b>	<b>30,286</b>							
		Estimated Current Year	29,086	14,923	15,992	29,086	29,086	30,286	0	30,286
53316	Magazine Subscriptions	Periodicals	8,675						0	8,675
		<b>Subtotal Operating Equipment</b>	<b>8,675</b>							
		Estimated Current Year	7,500	7,153	7,498	7,500	7,500	8,675	0	8,675
54903	Equipment Capital Outlay		-						0	0
		<b>Subtotal Building Improvement</b>	<b>-</b>							
		Estimated Current Year	-	120,226	9,989	0	18,186	0	0	0
54904	Infrastructure Outlay		-						0	0
		<b>Subtotal Building Improvement</b>	<b>-</b>							
		Estimated Current Year	-	48,659	0	0	0	0	0	0
54906	Office Equip Outlay	laptop lab	600						0	600
		memory lab/scanning equip	1,000						0	1,000
		computer updates	15,000						0	15,000
		<b>Subtotal Operating Equipment</b>	<b>16,600</b>							
		Estimated Current Year	20,600	10,174	14,262	20,600	20,600	16,600	0	16,600
		Subtotal Operating Equipment		\$ 338,713	\$ 107,151	\$ 209,936	\$ 230,042	\$ 214,386	\$ 0	\$ 214,898
		<b>TOTAL MATERIALS AND OUTLAY</b>		\$ 338,713	\$ 107,151	\$ 209,936	\$ 230,042	\$ 214,386	\$ 0	\$ 214,898
59203	Fund Balance Applied	Reserves	22,000						0	22,000
		<b>Subtotal Library General Bldg</b>	<b>22,000</b>						0	0
		Estimated Current Year	20,000	0	0	20,000	20,000	22,000	0	22,000
		Subtotal Operating Equipment Grant / Reserve Funded		\$ 0	\$ 0	\$ 20,000	\$ 20,000	\$ 22,000	\$ 0	\$ 22,000
58100	Debt Service	Principal	350,000						0	350,000
		<b>Subtotal Debt Principal</b>	<b>350,000</b>							
		Estimated Current Year	335,000	325,000	335,000	335,000	335,000	350,000	0	350,000
58200	Debt Service	Interest	41,719						0	41,719
		<b>Subtotal Debt Interest</b>	<b>41,719</b>							
		Estimated Current Year	50,244	57,858	50,244	50,244	50,244	41,719	0	41,719
		<b>TOTAL DEBT SERVICE</b>		\$ 382,858	\$ 385,244	\$ 385,244	\$ 385,244	\$ 391,719	\$ 0	\$ 391,719
		<b>TOTAL LIBRARY</b>		\$ 2,257,069	\$ 1,375,830	\$ 2,255,952	\$ 2,315,144	\$ 2,435,484	\$ 35,928	\$ 2,468,243
				In Balance	In Balance	In Balance	In Balance			In Balance

## 2020 Library Hours of Operation and Planned Closures

**Regular library hours** (except where noted below):

Monday – Thursday: 9:00 am to 9:00 pm

Friday: 9:00 am to 6:00 pm

Saturday: 9:00 am to 4:00 pm

Sunday: 1:00 pm to 5:00 pm

The following dates are the planned closures of the library in 2020. Additional unplanned emergency closings may be necessary due to weather or other unforeseen situations.

**Wednesday, January 1, 2020:** Closed for January 1 holiday

**Monday, January 20:** Closed for Martin Luther King Jr. Day

**Thursday, February 20, 2020:** Closed 9:00 am - 12:00 pm for staff in-service

**Sunday, April 12, 2020:** Closed

**Sunday, May 24, 2020:** Closed for Memorial Day holiday

**Monday, May 25, 2020:** Closed for Memorial Day holiday

**Friday, July 3, 2020:** Closed for July 4 holiday

**Saturday, July 4, 2020:** Closed for July 4 holiday

**Sunday, September 6, 2020:** Closed for Labor Day holiday

**Monday, September 7, 2020:** Closed for Labor Day holiday

**Friday, November 13, 2020:** Closed all day for staff in-service

**Wednesday, November 25, 2020:** Close early at 6:00 pm

**Thursday, November 26, 2020:** Closed for Thanksgiving Day holiday

**Friday, November 27, 2020:** Closed for Day after Thanksgiving Day holiday

**Thursday, December 24, 2020:** Closed for December 24 holiday

**Friday, December 25, 2020:** Closed for December 25 holiday

**Thursday, December 31, 2020:** Close early at 6:00 pm

**Friday, January 1, 2021:** Closed for January 1 holiday

Library Board approved

## **Library Assistant/Outreach Assistant Job Description Verona Public Library**

### **Typical Responsibilities of Position**

The Library Assistant/Outreach Assistant is responsible for providing quality customer service to patrons at the Service Desk and at library events throughout the community. They perform a wide variety of paraprofessional tasks related to circulation of library materials and represent the library at community events. They report directly to the Head of Circulation Services.

### **Examples of Work**

1. Provide enthusiastic service to the public as the first and last points of contact.
2. Use library policies and procedures to resolve patron issues and complaints.
3. Check materials in and out, create patron accounts, collect fees, and make meeting/study room reservations.
4. Check in deliveries of interlibrary loan materials, shelve holds, run the holds action list and the expired holds list, and pull expired holds from the holds shelf.
5. Empty book drop and take returned items to the proper place for check in.
6. Place materials on hold for patrons through the library catalog and assist patrons with interlibrary loan requests.
7. Assist patrons with computers and other library equipment.
8. Assist with collection maintenance, such as weeding and shelf-reading collections.
9. Assist with inventory of library materials.
10. Assist patrons with basic reference and reader's advisory service.
11. Direct patrons to proper staff for more detailed reference and reader's advisory service.
12. Assist with library programs and fundraisers.
13. Facilitate book discussions at locations outside the library.
14. Promote library services at outreach events.
15. Perform light housekeeping.
16. Perform other duties as assigned.

### **Knowledge and Abilities**

1. Ability to effectively respond to questions from patrons and staff.
2. Ability to maintain confidentiality of library patron information.
3. Ability to follow detailed instructions.
4. Ability to maintain a regular work schedule.
5. Ability to use computers, library-related software, and databases effectively.
6. Ability to understand library policies and procedures and apply them to library operations.
7. Ability to understand library principles, technology, goals, and philosophy of services.
8. Ability to work independently and collaboratively, organize and prioritize work, and respond to varied/changing work demands as required.
9. Ability to maintain and foster cooperative and courteous working relationship with the public, peers, and supervisors.
10. Ability to identify areas for improved service and recommend changes.
11. Ability to direct the work of Library Pages as needed.
12. Ability to drive a car, possess a valid driver's license and personal vehicle in order to get to meetings and events outside the library.
13. Working knowledge of English grammar and spelling.
14. Spanish language fluency is preferred.

### **Physical Demands**

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

### **Mental Demands**

1. Ability to remain calm under pressure.
2. Ability to apply technical knowledge.
3. Ability to comprehend and follow verbal and written instructions from supervisors.
4. Ability to identify problems and opportunities and suggest improvements.
5. Ability to follow regulations, procedures, and instructions.
6. Ability to effectively communicate ideas and information both in written and verbal form.
7. Ability to calculate basic arithmetic problems (addition, subtraction, multiplication, and division) without the aid of a calculator.
8. Ability to set priorities in order to meet assignment deadlines.

### **Environmental/Working Conditions**

The environment is a busy public library whose patrons represent a socially, culturally, and economically diverse community. Work takes place in a normal office setting with moderate noise levels as well as a variety of indoor and outdoor locations in the community. Position may require daytime, evening, and weekend hours.

### **Equipment Used**

Computers, Microsoft Office software, databases, audiovisual equipment, book truck, calculator, camera, cash box, copy machine, fax machine, library automation system, RFID software, barcode label maker, scanner, and telephone. Some outreach events include using a bicycle and trailer.

### **Education and Experience**

1. At least two years of study at an accredited college, university, or technical school.
2. Customer service experience.
3. Computer and general office experience.
4. Previous library experience is preferred.

Library Board Approved -

**Job Description: Library Assistant, Reference Department  
Verona Public Library**

**Typical Responsibilities of Position**

The Reference Library Assistant is responsible for providing quality customer service to patrons at the Reference Desk. This position reports directly to the Head of Reference.

**Examples of Work**

1. Provide reader's advisory, reference, and research assistance.
2. Provide patron assistance with locating library materials or placing materials on hold.
3. Assist and instruct patrons on use of library resources including the library catalog.
4. Assist patrons using library computers.
5. Proctor exams for patrons.
6. Make study and meeting room reservations.
7. Assist patrons with outer library loan requests.
8. Send faxes for patrons.
9. Carry out library policies and procedures.
10. Attend and participate in team meetings.
11. Create book displays.
12. Assist in library weeding or collection maintenance projects.
13. Perform other duties as assigned.

**Technical Abilities**

1. Possess strong written and verbal communication skills.
2. Ability to find and present information effectively in response to questions from patrons and staff.
3. Ability to provide computer assistance to patrons including but not limited to word processing, spreadsheets, desktop publishing, social networking, and general computer troubleshooting.
4. Possess working knowledge of library procedures, technologies, goals, and philosophy of services.
5. Professional use of English grammar and spelling.
6. 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, 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.

**Mental Demands of the Position**

1. Possess outstanding interpersonal skills and maintain cooperative and courteous working relationships with the public, peers, and colleagues.
2. Ability to identify areas for improved service and recommend changes.
3. Ability to maintain confidentiality of library patron information.
4. Ability to follow detailed instructions.
5. Ability to maintain a regular work schedule.
6. Ability to comprehend and follow verbal and written instructions from supervisor.
7. Ability to understand library policies and procedures and apply them to library operations.

**Job Description: Library Assistant, Reference Department  
Verona Public Library**

8. Ability to interpret technical regulations and instructions.
9. Ability to effectively communicate ideas and information both in written and verbal form.
10. Ability to calculate basic arithmetic problems (addition, subtraction, multiplication, division).
11. Ability to evaluate decisions based upon policies, experience, knowledge, training, or data.
12. Ability to organize and prioritize work to meet assignment deadlines.
13. Ability to work effectively in a changing environment.

**Environmental/Working Conditions**

The environment is a busy public library whose patrons represent a socially, culturally, and economically diverse community. Work takes place in a normal office setting with moderate noise levels. Position may require daytime, evening, and weekend hours.

**Equipment Used**

Computers, Microsoft Office software, online databases, library automation system, audiovisual equipment, scanner, copy machine, fax machine, telephone, stepstool, book truck.

**Education and Experience**

1. At least two years of study at an accredited college, university, or technical school or related experience.
2. Customer service experience.
3. Public library experience is preferred.

Library Board Approved -

**Job Description: Reference Librarian/Communications Coordinator  
Verona Public Library**

**Typical Responsibilities of Position**

The Reference Librarian/Communications Coordinator is responsible for providing quality customer service to patrons at the Reference Desk. They are also responsible for publicizing library events, services, and collections through print and digital media and employing promotional strategies to engage the public. This position requires acting as building supervisor as needed and reports directly to the Head of Reference.

**Examples of Work**

1. Provide reader's advisory, reference, and research assistance at the reference desk.
2. Assist patrons using library computers, proctor exams for patrons, and make study and meeting room reservations.
3. Follow library policies and procedures and communicate them to library staff.
4. Work with the Library Director, Head of Reference, and management team to develop library marketing priorities and initiatives.
5. Regularly communicate with the Head of Reference to share information and receive direction.
6. Promote library services, events, and programs through a variety of media.
7. Create and distribute promotional materials such as flyers and press releases.
8. Update the library website and coordinate the library's social media presence.
9. Create and update the library marketing plan.
10. Manage the marketing budget.
11. Act as a spokesperson for the library to news media outlets.
12. Work with the Library Director to create a yearly annual report for the library.
13. Assist in fundraising campaigns and activities.
14. Participate in library committees and meetings to lend a marketing perspective to library projects.
15. Write reports, recommendations, and proposals for the Library Director or other staff as needed.
16. Compile and analyze data and statistical information for area of responsibility.
17. Maintain a good working relationship with the local community and local media.
18. Develop efficient procedures and write clear instructions within area of responsibility.
19. Attend library conferences to network and develop new marketing ideas and opportunities.
20. Perform other duties as assigned.

**Technical Abilities**

1. Possess outstanding written and verbal communication skills, including editing and promotional writing.
2. Ability to use the Microsoft Office Suite (Word, Publisher, PowerPoint, Excel) and Adobe Photoshop or Illustrator at a proficient or advanced level.
3. Ability to use social media platforms such as Facebook, Twitter, and Instagram at an advanced level. Familiarity with social media management software is a plus.
4. Ability to use web editing programs such as Drupal to maintain the library website.
5. Ability to create quality graphics and flyers using graphic design principles.
6. Ability to gather statistics, analyze information, and write reports.
7. Possess working knowledge of library procedures, technologies, goals, and philosophy of services.
8. Professional use of English grammar and spelling.
9. 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. Frequent sitting, standing, walking, stooping, kneeling, bending, and crouching.



**Job Description: Reference Librarian/Communications Coordinator  
Verona Public Library**

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. Occasional travel to meetings and events outside the library.

**Mental Demands of the Position**

1. Possess outstanding interpersonal skills and maintain cooperative and courteous working relationships with the public, peers, and colleagues.
2. Ability to manage numerous simultaneous projects.
3. Ability to identify areas for improved service and recommend changes.
4. Ability to maintain confidentiality of library patron information.
5. Ability to follow detailed instructions.
6. Ability to maintain a regular work schedule.
7. Ability to comprehend and follow verbal and written instructions from supervisor.
8. Ability to understand library policies and procedures and apply them to library operations.
9. Ability to interpret technical regulations and instructions.
10. Ability to effectively communicate ideas and information both in written and verbal form.
11. Ability to calculate basic arithmetic problems (addition, subtraction, multiplication, division).
12. Ability to evaluate decisions based upon policies, experience, knowledge, training, or data.
13. Ability to organize and prioritize work to meet assignment deadlines.
14. Ability to work effectively in a changing environment.
15. Willingness to maintain skills through active participation in continuing education activities.

**Environmental/Working Conditions**

The environment is a busy public library whose patrons represent a socially, culturally, and economically diverse community. Work takes place in a normal office setting with moderate noise levels. Position may require daytime, evening, and weekend hours.

**Equipment Used**

Computers, Microsoft Office software, Adobe Suite products, online databases, library automation system, audiovisual equipment, scanner, camera, copy machine, fax machine, telephone, stepstool, book truck.

**Education and Experience**

1. Master of Library Science degree from an American Library Association accredited institution or equivalent experience.
2. Previous experience in marketing, journalism, or communication is preferred.
3. Customer service experience.

Library Board Approved -