

## AGENDA

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

Wednesday, May 5, 2021, 6:30 p.m.

Due to the COVID-19 pandemic, the Library Board of Trustees will hold its meeting as a virtual meeting. The Library Board of Trustees and Staff will join the meeting by using Zoom Webinar, as described immediately below.

Members of the public can join the meeting using Zoom Webinar via a computer, tablet, or smartphone, or by calling into the meeting using phones, as described immediately below. Those requiring toll-free options should contact the Verona Public Library for details prior to the meeting at [sburkart@ci.verona.wi.us](mailto:sburkart@ci.verona.wi.us) or 608-845-7180.

**Join the meeting by computer, tablet, or smart phone:**

<https://zoom.us/j/91508620870>

**Join the meeting via phone by dialing:**

1 646 558 8656

Webinar ID: 915 0862 0870

The online meeting agenda and all support materials can be found at [veronapubliclibrary.org](http://veronapubliclibrary.org) or [www.ci.verona.wi.us](http://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](mailto:sburkart@ci.verona.wi.us).

Call to order

- Approval of the Regular Meeting Minutes of 4/7/21
- Review and approval of April 2021 invoices
- City Council Liaison's report
- Library Director's report
- Old Business
  1. Discussion and possible action regarding library response to COVID-19 and library reopening plan
  2. Preliminary discussion of the 2022 library budget
- New Business
  1. Discussion and possible action regarding OverDrive Advantage

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

**Wednesday, April 7, 2021, 6:30 p.m.**  
**Virtual Board Meeting**

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

**Call to order:**

Hopp called the meeting to order at 6:31 p.m.

**Approval of Minutes:**

A motion was made by Huemmer, seconded by Kurth to approve the Regular Meeting Minutes of 03/03/2021. Motion carried.

**Review and Approval of Invoices:**

A motion was made by Huemmer, seconded by Conwell to approve the March 2021 invoices. Motion carried.

**Public Comments:**

None

**City Council Liaison Report:**

Cronin updated the board regarding the Spring election that took place a day ago. There was a low turnout of the voters consistent with other area polling stations. She also reported about the onset of the construction season along with some movement in the Sugar Creek and the gas station sites development on Verona Ave. The projects will consist of multilevel housing, hotel, and a convention center. It will be a multiphase development and will take a few years to be completed. She further added that the new alderperson from District 3 will officially start joining the city council meetings.

**Library Director's Report:**

Burkart updated the board that the operations are going smoothly. She also mentioned about the relocation of the video games collection with the DVDs for ease in accessing the collection. She also reported that the library was the second busiest library in SCLS during the month of March.

**Old Business:**

- 1. Discussion and possible action regarding library response to COVID-19 and library reopening plan:** Conwell shared and elaborated the data snapshot of COVID-19 from PHMDC showing a slight uptick in the cases with the situation remaining stable in the community. She also shared that 1 in 4 adults have received at least 1 dose of the COVID vaccine in Dane County.

Burkart shared that some area libraries have reopened successfully, and some are planning to reopen in mid to end April. She further added that all the library staff have received at least one dose of the vaccine and all of them will be fully vaccinated by the end of the month. She shared with the board that the library staff are prepared to reopen the library.

The board discussed the accessible areas for the public upon reopening (central area, adult fiction, and community room with 4 computer stations). The library will be open at 50% capacity limit and the suggested hours of operation were discussed. The board also discussed the mandated usage of mask and the enforcement of this rule for the visitors.

A motion was made by Sohail, seconded by Ryan to approve the reopening of the library on Monday, April 12<sup>th</sup> with limited access of the areas, with the protocols and operations as discussed. Motion carried.

2. ***Preliminary discussion of the 2022 library budget:*** As suggested during the last board meeting, the board discussed the ideas of bumping up the reserve and focusing on reserving the budget mainly towards the programming. Outdoor programming requirements were discussed in detail. Outdoor WiFi access at the back of the building, recarpeting of the central area along with adding a shaded area outside the building for outdoor programming were assessed as priorities for the capital budget.
3. ***Discussion and possible action regarding outdoor furniture:*** The board discussed the placement and possibility of WiFi access in the area for outdoor furniture. The board made Burkart in-charge for selection of the furniture.

#### **New Business:**

1. ***Discussion and possible action regarding 2021 adjacent county reimbursement billing:*** A motion was made by Kurth, seconded by Ryan to approve SCLS to bill the adjacent county on behalf of Verona Public Library. Motion carried.

**Adjournment:** Meeting adjourned at 7:52 p.m.

VERONA PUBLIC LIBRARY  
DIRECTOR'S REPORT  
April 2021

***I. Collection Development***

Number of items added and deleted in March 2021.

<b>Item Type</b>	<b>Added</b>	<b>Deleted</b>
Books	811	512
Audio	16	155
Software	10	35
Video/DVD	25	388
Other (kits, etc.)	0	4
Magazines	138	4
<b>TOTAL</b>	<b>1000</b>	<b>1098</b>
<b>YTD</b>	<b>3100</b>	<b>4750</b>

***II. Circulation***

March 2021 Statistics

Total check-outs	36,647
Check-ins	28,512
Library cards added	24
Holds placed	18,193

**Curbside pick-up:**

The demand for curbside pick-up appointments started to decline somewhat after we reopened April 12. Over the past month, we had 3038 curbside pick-ups - which is down from 4000 – 5000 per month over the winter months. Several patrons have commented that would like this service to continue after the pandemic ends.

Currently curbside pick-up appointments are available:

MTR	9:00 – 5:00pm
WF	9:00 – 2:00pm
Sat	9:30 – 12:30pm

Youth services staff received a handwritten note and a jar of daffodils left at the curbside table recently. The note read, “Dear Children’s Librarians – I just wanted to thank you for all of your help this past winter. Whenever I would call to order “children’s kits” you were always so nice. And then I would ask for books and it was be “no problem.” My grandchildren have enjoyed the kits and books so much – it has been wonderful on long cold days. Thanks for helping this grandma out!”

### **III. Reference**

#### **Statistics (past month):**

Reference questions: 552  
Youth Services Reference questions: 170  
Directional questions: 139  
Outer Library Loans: 44 requests  
One-on-one Instruction: 5  
Curbside Pick-up appointments: 3038  
Computer Lab appointments: 46  
Librarian's Choice requests: 177

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

Facebook: 3708 followers, 53 posts/events  
Twitter: 1,763 followers, 4 tweets  
Instagram: 1,207 followers, 25 posts  
Events Newsletter A: 11,739 recipients  
Events Newsletter B: 11,726 recipients

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

Willow Willis will join the staff as a Library Page I on May 4. Marcy Jadryev will start as a Library Page I on May 24.

Library Page Maecie Puga will be increasing her hours from 416 to 520 hour/year starting on May 3.

Staff participated in several webinars and online trainings this month:

- *Prejudice: Responding to Prejudicial Comments from Customers*
- *Supporting People with Mental Illness*
- *Streamline for Success: Library Programs & Services Reboot*
- *Project Ready*
- *RESJ series through Dane County Libraries Ripple project*

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

Three outdoor tables have been ordered and Stacey has been working with SCLS to move one of our existing wifi access points to a location that will provide coverage to the new outdoor seating area.

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

The library reopened 24 hours a week on Monday, April 12 (afternoon and evening hours). The library has not been overwhelmed with visitors so far. There tend to be fewer than 15 visitors in the building at any one time. Library managers have been staffing a station in the lobby to welcome people and monitor mask compliance and building capacity.

### **VII. Marketing and Public Relations**

Luke created 139 individual graphics to promote events and services via social media, the website, and internal digital signage. Mark and Anna submitted two book reviews to the Verona Press.

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

Emma attended a Southwest Regional Equity Team meeting on Tuesday, March 13.

## ***IX. Fundraising***

The annual fundraiser Word on the Street 5K Run/Walk is taking place on Saturday, May 1. Participants can either run at a place of their choosing or on the suggested route at the library. To date, 216 people have registered.

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

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

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

Two kids were registered via curbside pickup this month, bringing the total number of registrants to 2201.

#### **Family Story Time**

Tuesday, March 23, 6:30 pm

Join this fun virtual family story time! We will read stories, sing songs, and do some movement activities. All ages. Due to low attendance, we are taking a break with family story time.

8 1-minute views, 7 peak live views

#### **Eco Makers**

Mondays, March 29 and April 12, 3:00 – 3:30 pm

Have fun with activities that use recycled materials! Ages 6 – 11.

March 29 (Meditation Bottles), 19 1-minute views, 7 peak live views, 25 bags distributed

April 12 (Plastic Bottle Wind Spirals), 18 1-minute views, 3 peak live views, 20 bags distributed

#### **Tween D&D**

Kids ages 8 – 11 play D&D online.

March 30, attendees: 6

April 6, attendees: 4

April 13, attendees: 5

April 20, attendees: 3

#### **Minecraft Club**

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

March 31, attendees: 10

April 14, attendees: 17

#### **Mother Bruce Story Time**

Monday, April 5, 9:30 am

Enjoy stories, songs, activities about Mother Bruce (a bear that library staff loves. And now we've seen more requests for those books)!

38 1-minute views, 17 peak live views

#### **Character Craft Mondays**

Monday, April 5 and 19, 3:00 pm

Tune in and get creative with different art projects each week. Supplies available one week prior.

Comparing viewership to the number of bags distributed suggests that many families are doing the crafts on their own without viewing the video. We include paper instructions for this reason.

Mother Bruce, 10 1-minute views, 8 peak live views, 50 bags distributed

Maisy, 16 1-minute views, 6 peak live views, 50 bags distributed

### **Coding Club**

Mondays, 3:00 – 4:00 pm

Join us for a virtual meet-up over Zoom. All experience levels welcome! We will be working on learning new computer science skills and encouraging each other to become better computer scientists! Ages 8 – 11.

April 5, attendees: 19

April 19, attendees: 19

### **Tween Escape Room**

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

April 5, attendees: 7

### **Tween Craft**

Wednesday, April 7 and 21, 4:00 – 5:00 pm

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

April 7 (Newspaper Seed Starters), 21 1-minute views, 9 peak live views, 18 bags to tweens

April 21 (Furoshiki Gift Wrapping), 26 1-minute views, 11 peak live views, 17 bags to tweens

### **Maisy Story Time**

Monday, April 21, 9:30 am

Enjoy stories, songs, activities about books about Maisy!

136 1-minute views, 21 peak live views

### **Favorite Books and Bites**

Amy prepared bags of activities, craft supplies and snacks for pickup, then led a discussion about a favorite author or series on Zoom (no special reading required in advance). Ages 8 - 11.

April 22 (Percy Jackson), attendees: 1

### **Upcoming Kids' Events**

**Spring Story Time**, March 30 – May 7 on Facebook Live

Everybody Story Time Tuesdays at 9:30 a.m.

Toddler Story Time Wednesdays at 9:30 a.m.

Preschool Story Time Thursdays at 9:30 a.m.

Sensory Story Time Fridays at 9:30 a.m.

Baby Story Time Fridays at 10:30 a.m.

### **Eco Makers**

Monday, May 10, 3:00 – 3:30 pm – Spring Wreath

Have fun with activities that use recycled materials! Ages 6 – 11.

### **Tween D&D**

Tuesdays, April 27 and May 4, 3:45 – 5:15 pm

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

Dusty runs this program for ages 8 -11. Tweens are split into two groups, meeting on different days.

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

Wednesdays, April 28 and May 12, 4:00 – 5:00 pm

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

**Star Wars Story Time**

Monday, May 3, 9:30 am

Enjoy stories, songs, activities about books about Star Wars!

**Character Craft Mondays**

Monday, May 3, 3:00 pm – Star Wars

Tune in and get creative with different art projects each week. Supplies available one week prior.

**Coding Club**

Mondays, May 3 and 17, 3:00 – 4:00 pm

Join us for a virtual meet-up over Zoom. All experience levels welcome! We will be working on learning new computer science skills and encouraging each other to become better computer scientists! Ages 8 – 11.

**Favorite Books and Bites**

Thursday, May 20, 4:00 – 5:00 pm – Dogman

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

**Teen Events:**

**Teen Writing Club**

Mondays, 4:00 – 5:00 pm

Teens wrote with prompts and worked on world-building and editing a shared story.

March 29, attendees: 5

April 12, attendees: 5

**Teen D&D**

Thursdays, 4:00 – 5:30 pm

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

April 1; attendees: 5

April 8; attendees: 4

April 15; attendees: 6

April 22; attendees: 5

**Teen Watercolor**

Tuesday, April 6, 4:00 – 5:00 pm

Teens picked up a free watercolor kit from the library and socialized with each other over Zoom while using their kits.

Attendees: 2



### **Teen Craft**

Wednesdays, 4:00 – 5:00 pm

Teens and tweens picked up craft supplies from the library and then followed along with a live video, so they could ask questions, interact, and listen to Mary and Leah answer “Would You Rather” questions.

April 7; Teen attendees: 7 (Tweens 18) (Newspaper seed starters)

April 21; Teen attendees: 11 (Tweens, 17) (Furoshiki gift wrapping)

### **Teens Among Us**

Friday, April 16, 4:00 – 5:00 pm

Teens played the popular online social game, Among Us.

Attendees: 6

### **Upcoming Teen Events:**

#### **Teen Writing Club**

Mondays, April 26, May 10, May 24, 4:00 – 5:00 pm

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

#### **Teen D&D**

Thursdays, 4:00 – 5:30 pm

#### **Teens Among Us**

Friday, 4/16, 4:00 – 5:00 pm

Play the popular online social game, Among Us.

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

#### **Green Challenge**

March 20 – April 25

Participate as one household! Whether you're a home of one or ten, and whether you complete three activities or twenty-three, you can make a difference by making environmentally-friendly choices and changes. Each completed activity earns your household an entry ticket to win prizes -- like green products, boat rentals, garden center gift cards, state park passes, and more! Approximately 80 families participated in the challenge.

#### **Distance Learning English Classes for Adults**

This group English class was offered online using Zoom. Students learned English speaking and communication skills. Topics include family, health, communicating at work, meeting with your child's teacher, phone calls, small talk, and more. Presented in partnership with the Literacy Network.

Monday, March 29, 6:00–8:00 pm, attendees: 14

Monday, April 5, 6:00–8:00 pm, attendees: 14

#### **Storm Water Basin Vegetation Burns**

Tuesday, March 30 & Thursday, April 1

The City of Verona Storm Water Utility has scheduled vegetation burns for seven storm water basins during the spring of 2021. Marty Cieslik, construction manager of Verona's Public Works Department, described why these burns are scheduled, approximate timing of the burns, and what to expect during the burns via a pre-recorded video

Attendees: 6, 4

### **BollyBeat Dance Fitness**

Wednesday, March 31, 6:30-7:00 pm

Manisha Bhargava, professional Indian dance and hatha yoga teacher, went through step-by-step cardio dance routines.

Attendees: 14

### **DIY Card Making Class**

Thursday, April 8

Stampin'UP! Demonstrator Jamie Statz-Paynter provided materials, instructions and a pre-recorded video for participants to make four personalized professional-quality cards.

Attendees: 20

### **The Lincoln Street Storm Water Basin**

Tuesday, April 13, 6:30-7:30 pm

Marty Cieslik, construction manager of Verona's Public Works Department, provided information on the Lincoln Street storm water basin that is to be constructed in 2021.

Attendees: 4

### **Hikes in Your "Backyard"**

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

Kevin Revolinski, author of *60 Hikes Within 60 Miles: Madison and Hiking Wisconsin*, discussed the veritable hiking wonderland in the geologically rich state of Wisconsin.

Attendees: 38

### **Pakistani Cooking Class**

Wednesday, April 21, 6:30-7:30 pm

Cookbook author and founder of White Jasmine Huma Siddiqui presented a cooking demonstration featuring Sajji salmon and sautéed vegetables.

Attendees: 12

### **Books 'N Booze Book Club**

Have a blast while discussing fun books and meeting new people. We meet every fourth Thursday of the month at 6:00 pm via Zoom.

Thursday, April 22, 6:00-7:00 pm

Virtual discussion of *The City We Became* by N.K. Jemisin

Attendees: 7

### **Storm Water Pond Treatment**

Monday, April 26, 6:30-7:30 pm

Three ponds in Verona will be treated with flocculent during the spring of 2021 as part of the City of Verona's Storm Water Utility plan. Learn why these ponds—Silent Street Pond, Meister Addition West Pond, and the American Way Pond—were chosen for treatment, the anticipated effectiveness, and the projected schedule for the project from Marty Cieslik, construction manager of Verona's Public Works Department.

Attendees: 6

## **Upcoming Adult Classes & Events**

### **Homemade Fermented Beverages**

Monday, May 3, 6:30-7:30 pm

Laura Poe Mathes, Registered Dietician, will teach how to make several different types of non-alcoholic fermented beverages, including kombucha, water kefir, and beet kvass. She will also cover tools and troubleshooting for fermentation beginners, along with the health benefits of consuming these beverages.

### **Experts in Arthritis**

Tuesday, May 11, 6:30-7:30 pm

Tina Kurkowski, will discuss the current scientific evidence and management strategies in the treatment and care of osteoarthritis, rheumatoid arthritis, and juvenile arthritis. This program will be presented via Zoom. Presented in partnership with Bone and Joint Initiative, Arthritis Foundation, American Physical Therapy Association, The American Occupational Therapy Association, Inc., and the National Association of Orthopedic Nurses.

### **It's Disgustingly Delicious!**

Thursday, May 20, 6:30-7:30 pm

Author Christine Virnig will discuss her book *Dung for Dinner: A Stomach-Churning Look at the Animal Poop, Pee, Vomit, and Secretions that People Have Eaten... and Often Still Do*. Attendees can look forward to learning a little bit of history, a little bit of medicine, and a whole lot of ultra-disgusting facts. All ages.

### **Organic Lawn Care: Where the Grass is Greener – Virtual**

Tuesday, May 25 6:30-7:30 pm

Smart, practical, and sustainable practices for a healthy, beautiful lawn start with the soil! Join John Gishnock III, owner of Formecology, LLC, and learn how to establish and maintain a healthy lawn throughout the year while being conscious of our environment, pets, and children.

### **Books 'n Booze Book Club - Virtual**

May 27, 2021, 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.

Upcoming virtual discussions:

May 27, 2021 - *Killers of the Flower Moon* by David Grann

## **Outreach Events**

### **Virtual Preschool Story Times: Hometown Preschool and Our Redeemer**

Wednesday, March 31 and Wednesday, April 7, 10:00/11:00 am

Virtual songs and stories for preschoolers.

Attendees: 14, 18

### **Virtual Senior Center Book Group**

Wednesday, April 14, 10:00-11:00 am

The group read *The Giver of Stars* by Jojo Moyes.

Attendees: 5

### **Four Winds Book Group**

Tuesday, April 20, 10:00-11:00 am

The group met virtually to discuss *The Giver of Stars* by Jojo Moyes.

Attendees: 7

## Phase 2 of library reopening

The library staff has now had the opportunity to be fully vaccinated against COVID-19. Nearly 60% of Dane County residents have also received one dose of the COVID-19 vaccine. In the next phase of reopening, the focus will be on expanding hours and browsing, offering some limited seating for study and work. We will continue to follow public health recommendations and require face masks, social distancing, and have limited building capacity for the safety of library visitors. Curbside pick-up will also continue to be offered but for fewer hours per day.

### Open to the public:

MTWR	10:00 – 7:00 pm
F	10:00 – 6:00 pm
Sat	10:00 – 4:00 pm

### Curbside pick-up hours:

MTWR	10:00 – 12:00 pm/3:30 – 6:30pm
F	10:00 – 12:00 pm/3:30 – 5:30pm
Sat	10:00 – 12:00 pm

### Areas & services available at reopening:

- Areas open to the public for browsing: center of library, adult fiction & non-fiction, teen, AV, large print, board games, and new adult non-fiction. A selection of children's materials and magazines will also be available for browsing in the center of the library
- Holds pick-up
- Computers, copying, faxing are available for drop-in use during open hours
- Curbside pick-up still offered (specific hours, M-Sat)
- Librarian's Choice book selection service
- Virtual programs, some outdoor programs are also being considered for the summer
- In-person pick-up of materials for virtual programs
- Limited seating available

### Areas and services not available yet:

- Areas closed to browsing: Children's area, Quiet Reading Room
- Study/meeting room use
- Test proctoring
- Newspapers
- Personal Archiving Lab
- Volunteering
- Used book donations & Friends of the Library used book sale

### Safety measures:

- Masks required to enter the building (only exception will be medical exemption in computer lab)
- Capacity is limited to 50 people at a time (20% capacity)
- A manager will be available to enforce mask use and limit building capacity
- Staff will maintain social distance with patrons
- Staff is encouraged to stay behind plexi-glass barriers when possible