

**AGENDA**

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

**Wednesday, August 4, 2021, 6:30 p.m.  
Library Community Room**

Call to order

- Approval of the Regular Meeting Minutes of 7/7/21
- Review and approval of July 2021 invoices
- Public Comments
- City Council Liaison's report
- Library Director's report
- Old Business
  1. Discussion and possible action regarding library response to COVID-19 and library reopening plan
  2. Discussion of the 2022 library operating budget
- New Business
  1. Discussion and possible action regarding the Library Page I job description
  2. Discussion and possible action regarding the Library Page II job description
  3. Discussion and possible action regarding the Library Assistant/Outreach Assistant job description
  4. Discussion and possible action regarding the Youth Services Librarian job description

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

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

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

**Call to order:**

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

**Annual Library Board Officer Election:** Annual library board officer elections were held to elect a President, Vice-President, and Secretary. A motion was made by Ryan, seconded by Safarik to approve the election of Hopp as the President, Conwell as the Vice-President and Sohail as the Secretary. Motion carried.

**Approval of Minutes:**

A motion was made by Ryan, seconded by Conwell to approve the Regular Meeting Minutes of 06/02/2021. Motion carried.

**Review and Approval of Invoices:**

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

**Public Comments:**

None

**City Council Liaison Report:**

None

**Library Director's Report:**

Burkart reported that the library has been fairly busy the past month after reopening and was the second busiest library in the SCLS, missing the top spot by 400 books. Curbside pickups have plateaued at 20 appointments per day. She further added that more than 2,000 children have signed up for the summer reading program. She also reported about the 3 complaints and an open letter to the editor, published in Verona Press, regarding one activity in the summer reading challenge that requires the readers to read a book by an author from the LGBTQ community.

## **Old Business:**

- 1. Discussion and possible action regarding library response to COVID-19 and library reopening plan:** The board held a discussion regarding the reopening of the quiet reading room, newspaper and magazine usage along with bringing some furniture back that will be spaced out throughout the library. The board also discussed the possibility of ending the curbside pickups, bringing back some teen and adult programming back in-person and the usual hours of operation after the Labor Day weekend in Fall. The plan to bring back test proctoring and archiving lab services was also discussed. Staff will continue to wear the masks when in public facing roles. They will use the masks in the private staff spaces at their own discretion.
- 2. Preliminary discussion of the 2022 library budget:** Burkart reported that there will be a 3% pay increase for all the staff members at the library by the city. The board discussed the draft for 2022 operating budget that enlisted replacement of new fiction and non-fiction display shelving, increasing one part-time reference assistant position, from 416 hours per year to 832 hours per year, iCurate for diversity audit service, outdoor furniture, seating and landscaping, installation of the screen for presentations and films in the community room, replacement of large roller shades in the community room, installation of the lactation pod and Green Team projects. It was decided to prioritize iCurate service, outdoor WiFi and community room roller shades along with the community room screen.

## **New Business:**

- 1. Discussion and possible action regarding the Library Assistant I job description:** A motion was made by Sohail, seconded by Huemmer to approve the Library Assistant I job description as amended. Motion carried.
- 2. Discussion and possible action regarding the Library Assistant II, Youth Services job description:** A motion was made by Huemmer, seconded by Safarik to approve the Library Assistant II, Youth Services job description as amended. Motion carried.
- 3. Discussion and possible action regarding the Library Assistant II, Reference job description:** A motion was made by Sohail, seconded by Conwell to approve the Library Assistant II, Reference job description as amended. Motion carried.

**Adjournment:** Meeting adjourned at 8:27 p.m.

VERONA PUBLIC LIBRARY  
DIRECTOR'S REPORT  
July 2021

***I. Collection Development***

Number of items added and deleted in June 2021.

<b>Item Type</b>	<b>Added</b>	<b>Deleted</b>
Books	957	183
Audio	35	3
Software	4	62
Video/DVD	38	7
Other (kits, etc.)	0	11
Magazines	144	99
<b>TOTAL</b>	<b>1178</b>	<b>365</b>
<b>YTD</b>	<b>6579</b>	<b>6257</b>

***II. Circulation***

June 2021 Statistics

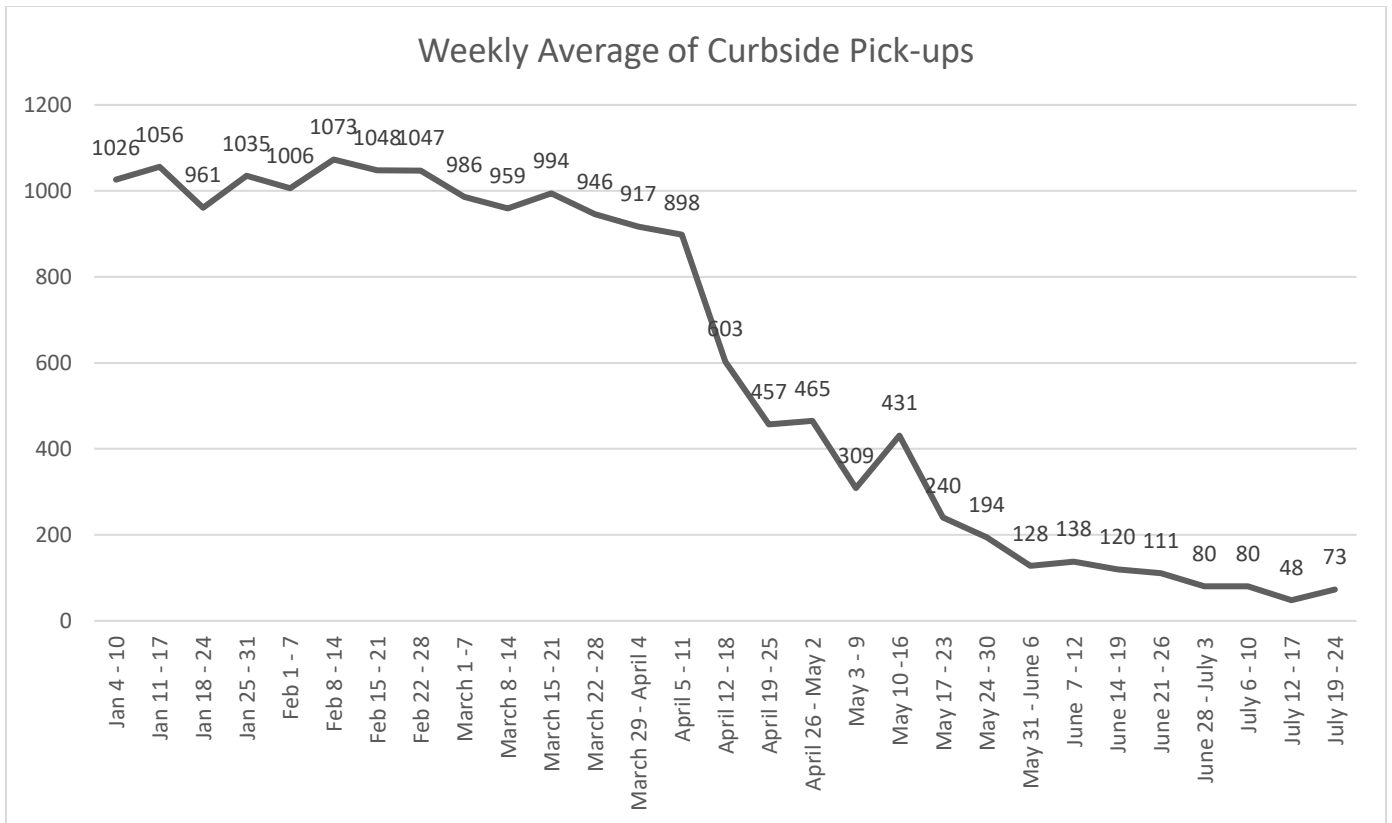
Self-check-outs	33,212
Total check-outs	52,142 (up 20,000 items from May)
Self-check-outs vs. desk	77.5%
June 2021 vs. June 2021	181.74%
Check-ins	32,278
Library cards added	179 (up from 71 in May)
Holds placed	13,328

**Curbside pick-up:**

The demand for curbside pick-up appointments continues to decrease. We've been getting between 8-16 requests per day on average over the last three weeks. The curbside pick-up tent blew away and was damaged beyond repair in a storm on July 29.

Currently curbside pick-up appointments are available:

MTWR	10:00 – 12:00 pm/3:30 - 6:30 pm
F	10:00 – 2:00 pm/3:30 - 5:30 pm
Sat	10:00 – 12:00 pm



### III. Reference

#### Statistics (past month):

- Reference questions: 690
- Youth Services Reference questions: 1664
- Directional questions: 760
- Proctoring: 1 exam proctored
- Outer Library Loans: 29 requests
- One-on-one Instruction: 16
- Curbside Pick-up appointments: 282
- Computer Lab Sessions: 273
- Librarian's Choice requests: 31
- Library visits: 12,372

#### Social Media Engagement:

- Facebook: 3,797 followers, 56 posts
- Twitter: 1,769 followers, 0 tweets
- Instagram: 1,223 followers, 17 posts, 26 stories
- Events Newsletter A: 11,678 recipients
- Events Newsletter B: 11,662 recipients

### IV. Personnel and Staff Development

Amy Turner joined the library staff as a Library Assistant on June 13.

Maggie Boyd resigned from her position as Library Page effective July 12.

Mira Deutsch has also resigned her Library Page position, her last day was July 28.

Staff participated in several webinars and online trainings this month:

- *Job Center Resources*
- Using NewspaperArchive
- Homeless Training Institute: Libraries & Children Experiencing Homelessness
- HarpersCollins Fall 2021/Winter 2022 Preview

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

Emma sent four computers to the Help Desk to be reimaged. This will allow the library to add three more patron computers and replace an existing computer in the lab that has chronic printing issues.

The flagpole in front of the library was toppled by winds during the July 29 storm. Public Works moved it out of the way and will work on repair or replacement soon.

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

We have updated several more job descriptions for board review. The library currently has many open positions: 1 full time Youth Services Librarian, 1 part time Youth Services Library Assistant, 1 Library Assistant, 1 Reference Assistant, and 5 Library Pages.

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

Luke created 78 graphics and four newsletters (2 printed, 2 virtual) to promote events and services at the library.

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

Emma attended the SCLS Discovery Interface Subcommittee meeting on July 21.

Theresa attended a SCLS Collection Maintenance Subcommittee meeting on July 14.

Trudy attended the Verona Dementia Friendly Community Steering Committee Meeting.

Trudy volunteered at the Verona Area Chamber of Commerce Golf Outing.

Stacey and Trudy submitted a program proposal to the Wisconsin Library Association (WLA) Programming Committee for the 2021 WLA annual conference.

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

Planning has begun for a donor and volunteer event featuring pie and ice cream on Thursday, September 23. We are prepared to postpone this event due to public health concerns if necessary.

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

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

##### **Summer Reading Program**

As of July 23, 521 pre-readers and 1128 school-age readers have signed up. 1267 prize books have already been distributed, participants may earn up to three free books each.

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

Fifteen kids were registered this month, bringing the total number of registrants to 2222. The 1000 Books app we had been sharing as a tracking option will be discontinued later in 2021. Julie sent an email to the 20 families we know had used or were using the app to let them know.

### **StoryWalk**

The current StoryWalk book is “The Kindness Book” by Todd Parr, which will be featured in the prairie July 12 – August 23.

### **Open Art**

Mondays June 28 and July 12, 2:00 pm

Materials are available one week in advance for this Facebook Live craft session geared to ages 2 - 10.

Rainforest: 29 1-minute views, 6 peak live views, 125 bags distributed

Polar: 22 1-minute views, 9 peak live views, 125 bags distributed

### **Lego Club**

Tuesdays, June 29 and July 13, 2:00 pm

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

Attendees: 35, 25

### **Coding Club**

Mondays, June 30 and July 14, 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!

Attendees: 14, 14

### **Tween D&D**

Kids ages 8 – 11 play D&D online.

June 30, attendees: 5

July 7, attendees: 3

July 14, attendees: 4

July 21, attendees: 4

### **Pokemon Club**

Thursdays, July 1 and 15, 2:00 – 3:00 pm

New for summer. Join fellow Pokémon fanatics for Pokémon related activities and meet-up over Zoom.

When you sign up for this event, you will be signed up for the rest of the Pokémon Clubs throughout the summer. Ages 6-11.

Attendees: 14, 12

### **Favorite Tales with Tails: Dogs**

Monday, July 19, 9:30 am

Enjoy stories, songs, and activities about favorite characters!

19 1-minute views, 6 peak live views

### **Baby Bubble Party**

Monday, July 19, 10:00 am

Calling all BABIES for a spectacular bubble PARTY! We'll bring the music and bubbles, and you bring the babies and blankets. Recommended for ages 0-18 months. The party will be outside, behind the library, where outdoor story time takes place. This was a pop-up event promoted three days before.

Attendees: 12

### **Animal STEAM: Birds and Bugs**

Monday July 19, 2:00 pm

Have fun with animal-themed STEAM activities! Ages 6 – 11.

17 1-minute views, 4 peak live views, 60 bags distributed

### **Animal Habitat Spotlight**

Tuesday, June 22, July 6, 2:00 pm

Tune in to learn about different animal habitats! Ages 3 - 6.

June 22: 8 1-minute views, 4 peak live views, 40 bags distributed

July 6: 11 1-minute views, 7 peak live views, 60 bags distributed

### **Read It and Eat: Moo by Sharon Creech**

Tuesday, June 22, 3 pm

Discuss a selected book, plus enjoy activities and snacks related to the book. Ages 8 - 11. Participants were especially excited to make small jewelry art cow pictures.

Attendees: 12

### **Minecraft Club**

Wednesdays, July 7 and 21, 1:30 – 2:30 pm

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.

Total attendees: 13, 11

### **Tween Craft**

Wednesday, June 23 and July 7 2:30 pm

Hybrid program: choose virtual or in-person, outdoors. Ages 8-11. Registration required.

Paper chain tapestry: 21 in-person, 21 1-minute views, 8 peak live views, 23 bags distributed

Shelter pet portraits: 0 in-person (rained out), 23 1-minute views, 9 peak live views, 32 bags distributed – many of the unique portraits kids and teens created were shared on Facebook

### **Tweens Among Us**

Thursday, July 8 and 22

Ages 8-11. Play Among Us with other kids! We will be playing over Zoom to send private lobby game links.

Among Us can be downloaded via tablet, smartphone, or Steam on PC.

Attendees: 9, 7

### **Upcoming Kids' Events**

#### **Everybody Story Time - Outdoors!**

Tuesdays, August 4 – 23, at 9:30 a.m., repeated at 10:30 a.m.

Stories and songs for children and their caregivers outdoors. 20 - 25 minutes. Ages 0 - 5. Park to the right of the library and walk behind the building to find our outdoor story time space! Find a circle on the ground for your family's space, so that you can keep distanced from others. Please watch our Facebook page for any weather-related cancellations.

#### **Open Art (virtual)**

Mondays, August 9 and 23, 2:00 pm

Replaces character crafts for summer. Please stop by the youth services express desk or request curbside pickup by filling out this form to pick up the supplies for this virtual crafting program. Then tune in at the



scheduled day and time to get creative with your materials. The recording will be available on Facebook after the event. Ages 2 - 10. Summer themes include: ocean, rainforest, polar, woodland, grasslands, and domestic and farm animals.

### **Lego Club (virtual)**

Tuesdays, August 10, 2:00 pm

New for summer. Join fellow Lego fanatics for challenges and meet-up over Zoom. When you sign up for this event, you will be signed up for the rest of the Lego Clubs throughout the summer. Ages 6-11.

### **Coding Club (virtual)**

Wednesdays, August 11, 1:30 – 2:30 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.

### **Tween D&D (virtual)**

Wednesday, August 4, 3:30 – 5:00 pm

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

For ages 8 -11. Tweens are split into two groups, meeting on different days.

### **Pokemon Club (virtual)**

Thursdays, August 12, 2:00 – 3:00 pm

New for summer. Join fellow Pokémon fanatics for Pokémon related activities and meet-up over Zoom. When you sign up for this event, you will be signed up for the rest of the Pokémon Clubs throughout the summer. Ages 6-11.

### **Favorite Tales with Tails (virtual)**

Monday, August 16, 9:30 am

Like our character story times, but with the summer theme. Enjoy stories, songs, and activities about favorite characters! Themes will be ocean creatures, dogs, and pigs.

### **Animal STEAM (virtual)**

Mondays, August 2 and 16, 2:00 pm

New for summer, have fun with animal-themed STEAM activities! Please stop by the youth services express desk to pick up materials, or request curbside pickup by filling out this form. Themes will be tracking, bugs and birds, pollution and tardigrades, and CSI.

### **Animal Habitat Spotlight (virtual)**

Tuesdays, August 3 and 17, 2:00 pm

New for summer, the opposite Tuesdays from Lego Club. Tune in to learn about different animal habitats! Ages 3 - 6.

### **Read It and Eat Book Club (virtual)**

Tuesday, August 10, 3:00 pm

Discuss a selected book, plus enjoy activities and snacks related to the book. Ages 8 - 11. Books will be available for check out approximately one month prior to the discussion. Stop by the youth services desk to request one. Selections are the graphic novel *Sidekicks* by Dan Santat, novel *Moo* by Sharon Creech, and mystery *Belly Up* by Stuart Gibbs.

### **Minecraft Club: Java Edition and Bedrock Edition (virtual)**

Wednesdays, August 4 and 18, 1:30 – 2:30 pm

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

### **Tweens Among Us (virtual)**

Thursdays, August 5 and 19, 2:00 pm

Who is the imposter? Can you stop them before they sabotage the ship and crewmate mission? Play Among Us with other kids! Among Us is rated E10+. We will be playing over Zoom to send private lobby game links. Among Us can be downloaded via tablet, smartphone, or Steam on PC. Ages 8-11. Registration required.

### **Favorite Tales with Tails**

Monday, August 16, 9:30 am

Like our character story times, but with the summer theme. Enjoy stories, songs, and activities about favorite characters! Themes will be ocean creatures, dogs, and pigs.

**Fall programming thoughts:** We plan to continue with a similar model of programming as during the summer, with outdoor story time through late October and a few other programs outdoors. Everything else will remain virtual for now, with some modifications to the schedule in early fall while we're short-staffed.

### **Teen Events:**

#### **Teen Writing Club**

Mondays, 4:00 – 5:00 pm

Teens explored metaphors, similes, and points of view.

June 28, Attendees: 7

July 12, Attendees: 5

July 26, Attendees: 3

#### **Lawn Games & Frozen Treats**

Wednesday, June 30, 3:30 – 4:30 pm

Teens faced off in lawn games like cornhole, ladder toss, Spikeball, giant Jenga, etc.

Attendees: 14

#### **Teen and Tween Craft: Shelter Pet Portraits**

Wednesday, July 7, 2:30 – 3:30 pm

This was originally a hybrid program but weather forced us to go completely virtual. Kids picked up a portrait and description of a cat available for adoption from Angel's Wish. They created their own artwork of the pet, placed it in a provided frame, and brought it back to be displayed and then given to the new pet owner.

Attendee total: 12 teen kits (20 tween)

#### **S'more Books Club**

Tuesday, July 13, 8:00 – 9:00 pm

Teens ate s'mores while discussing realistic and historical books with one another.

Attendees: 3

**Teen Outdoor Painting: Watercolor**

Tuesday, July 19, 3:30 – 4:45 pm

Teens painted outdoors with watercolor kits that they then took home.

Attendees: 12

**Teen and Tween Craft: Stuffed Sloths**

Wednesday, July 21, 2:30 – 3:30 pm

\*Hybrid program: choose virtual or in-person, outdoors.

Attendees: 23 teens (41 tweens)

**Teen Outdoor Movie: 90's Night**

Friday, July 23, 8:45 – 10:45 pm

Teens watched *Men in Black* on a big screen in our parking lot theater.

Attendees: 11

**Upcoming Teen Events:****Outdoor Photography**

Wednesday, June 30, 3:30 – 4:30 pm

Meet behind the library and venture out to take photos, weather permitting. We'll provide mini figurines and other objects for fun perspective shots. Don't have your own device? Help create photos as a group.

**Teen and Tween Crafts**

Wednesdays, August 4 & 18, 2:30 – 3:30 pm

\*Hybrid program: choose virtual or in-person, outdoors.

**Teen Writing Club**

Mondays, August 9 & 23, 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.

**S'more Books Club: Adventure and Science Fiction**

Tuesday, August 10, 8:00 – 9:00 pm

Enjoy s'mores around a fire while discussing books and shows with other teens! You do not need to read a specific book.

**Teen Outdoor Painting: Japanese Marbling**

Tuesday, August 11, 3:30 – 4:30 pm

Paint outdoors, behind the library, weather permitting. Create colorful marbled prints!

**Teen Outdoor Movie: 2000's Night**

Friday, August 20, 8:45 – 10:45 pm

Snack on some popcorn while you watch *Shrek* on a big screen in our parking lot theater!

**Adult Classes & Events:****About Fresh Cheesemaking - Virtual**

Monday, June 28, 6:30-7:30 pm

Dave Potter, president and technical advisor of Madison-based cheesemaking supply store GetCulture Inc., demonstrated the process of making a small batch of fresh cheese known as queso fresco. Potter explained the basic science behind cheesemaking.

Attendees: 10

### **Haunted Locations in Your Own Backyard - Virtual**

Thursday, July 8, 6:30-7:30 pm

Chad Lewis, researcher, author and lecturer on topics of the strange and unusual, took us on a ghostly journey to some of the most haunted places in Wisconsin.

Attendees: 29

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

Monday, June 28, 6:00-7:30 pm, attendees: 8

Tuesday, June 29, 6:00-7:30 pm, attendees: 7

Monday, July 5, 6:00-7:30 pm, attendees: 8

Tuesday, July 6, 6:00-7:30 pm, attendees: 6

Monday, July 12, 6:00-7:30 pm, attendees: 8

Tuesday, July 13, 6:00-7:30 pm, attendees: 5

### **Written in Beads (Sharing Haudenosaunee Culture Through Raised Beadwork) - Virtual**

Thursday, July 15, 6:30-7:30 pm

Karen Ann Hoffman, 2020 National Heritage Fellow, shared songs, stories, and the rich cultural history of raised beadwork.

Attendees: 4

### **Identity Theft: Protect and Prevent - Virtual**

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

Jeff Kersten, from the Wisconsin Bureau of Consumer Protection, explained the different types of identity theft, how to recognize it, and how to prevent it – including information about Fraud Alerts and Security Freezes. Attendees received tips for safeguarding personal information and how to spot red flags.

Attendees: 5

### **Books 'n Booze**

Thursday, June 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. This month we had a virtual discussion of *The Poppy War* by R.F Kuang.

Attendees: 7

## **Upcoming Adult Classes & Events**

### **Adult Summer Reading Program**

June 1 – August 31

Visit [veronapubliclibrary.beanstack.org](http://veronapubliclibrary.beanstack.org) and/or get the Beanstack Tracker app to create an account starting June 1. Then register to participate. Log every hour of reading you do (up to 20 hours total) and enter to win a \$50 gift card to a Verona restaurant! All reading counts, including audio books. The Summer Reading Program is funded by the Friends of the Verona Public Library.

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

Thursday, August 26, 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 are reading *This is How You Lose the Time War* by Amal El-Mohtar

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

Beginner Level, Mondays 6:00-7:30 pm, June 7 - August 9

Intermediate Level, Tuesdays, 6:00-7:30 pm, June 8 - August 10

Practice speaking, reading, writing, and listening to new vocabulary with this online group English class. You can join the class via Zoom on a smartphone, tablet, laptop, or computer – if you don't have either of these, contact the Literacy Network about borrowing a device. Students will receive free English textbooks, at their level, in the mail. The textbook will be used for class and weekly homework. This class is presented in partnership with the Literacy Network. For more information and to sign up, please call Becky Fabrizio at the Literacy Network at (608) 268-6425 or email her at [becky@litnetwork.org](mailto:becky@litnetwork.org).

### ***The Story Keeper: Weaving the Threads of Time and Memory, A Memoir - Virtual***

Wednesday, July 28, 7:00-8:00 pm

Fred Feldman, will discuss his book, *The Story Keeper: Weaving the Threads of Time and Memory*. The memoir tells the story of his parents and their escape from the looming Nazi threat. He will be interviewed by his sister, Charlotte Feldman-Jacobs. This program is in partnership with the Nathan and Esther Pelz Holocaust Education Resource Center (HERC), North Shore Library, Shorewood Public Library, Wauwatosa Public Library, Madison Public Library, Verona Public Library, and La Crosse Public Library.

### **The Woman's Hour Has Struck: Wisconsin's Role in the Women's Suffrage Movement - Virtual**

Thursday, August 5, 6:30-7:30 pm

Take a march through suffrage history with the Wisconsin Historical Society's Collections Development Coordinator, Simone Munson. Explore the stories of leaders, tactics, losses, and victories as women worked for the right to vote. See how Wisconsin fit within the larger story of enfranchisement and analyze the conflict and complications that suffragists faced as they sought the right to vote. Presented in partnership with the Wisconsin Historical Society Speakers Bureau.

### **Easy Food Preserving: Canning-Free - Virtual**

Wednesday, August 11, 6:30-7:30 pm

Preserving food doesn't have to be difficult or take a lot of time. And if you think canning is the only option – this workshop is for you! Megan Cain, author and creative gardener, will teach you the quickest and easiest ways to preserve vegetables, fruits, and herbs, so you can enjoy food from your garden all year round. Learn how to use your basement, fridge and freezer to store food, which foods give you the most bang for your buck, and delicious recipes to highlight your preserved food.

### **In-Person Voter Registration**

Monday, August 23, 1:00-2:30 pm

Holly Licht, City Clerk, will be available to register City of Verona residents to vote. When registering, you must present Proof of Residence, a document showing your current name at your current address.

### **Recognition and Resilience: Grief and the Loss of Traditions During the Pandemic – Virtual**

Tuesday, August 24, 6:30-7:30 pm

It is important to recognize the absence or interruption of traditional customs and rituals, both celebratory and grief-oriented. Are you someone who has suffered great loss during the pandemic?

Join Outreach Workers from Project Recovery for a discussion to acknowledge what was lost, to embrace closure, and to reclaim and reimagine the rates and ritual that help us make sense of our lives.

### **Mars 2020: The Perseverance Rover – Virtual**

Wednesday, August 31, 6:30-7:30 pm

It's been approximately 6 months since Perseverance and Ingenuity landed on the surface of Mars. NASA Solar System Ambassador, Joyce Jentges, will take us on a journey to see what Perseverance has been doing on Mars. Updated information on what Perseverance is looking for and a description of what the various instruments will do. You will also learn about Ingenuity, the Mars helicopter that has successfully flown on Mars.

### **Outreach Events**

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

Total daycare story time presentations: 29

### **Four Winds Book Group**

Tuesdays, June 29 and July 20, 10:00–11:00 am

The residents met virtually to discuss *The President is Missing* by Bill Clinton and James Patterson in June and *Hideaway* by Nora Roberts in July.

Attendees: 8, 6

### **Nakoma Kids Club Summer Reading Program**

Tuesdays, July 6 and 20, 3:00–4:00 pm

Mia and Marissa brought books for checkout, library cards, summer reading prizes, and crafts for Glacier Edge students and their families at the Nakoma Heights Apartments. The last day also included a book giveaway.

Attendees: 24, 26

### **Book Checkout at Cathedral Point Park**

Wednesday, July 7, 11:30 am–12:30 pm

This park is too far away from the library to take the book bike to, so Mia and Marissa drove books over for the kids to checkout.

Attendees: 33

### **“Dear Librarian” author talk with Kismet Books**

Monday, July 12

Marissa and Mary participated in a Kismet Books virtual event featuring the author of a new picture book called “Dear Librarian.” They answered questions about their library experiences and history.

### **Senior Center Book Group**

Wednesday, July 14, 10:00–11:00 am

The group discussed *Lillian Boxfish Takes a Walk* by Kathleen Rooney on Zoom.

Attendees: 5

### **Prairie Oaks Book Group**

Thursday, July 22, 1:00–2:00 pm

This book group met to discuss *Where the Crawdads Sing* by Delia Owens. One new member joined the group.

Attendees: 7

### **Book Bike Events**

**Harriet Park**, July 8, 11:30 am – 12:30 pm, attendees: 41

**Veterans Park**, July 13, 11:30 am – 12:30 pm, attendees: 26

**Tollefson Park**, July 21, 11:30 am – 12:30 pm, attendees: 35 (Fifty books were checked out at this event!)

**Farmers Market**, July 21, 3:00 – 6:00 pm, attendees: 81

Two patrons got library cards, while another received assistance setting up an account in Libby. Several kids read books on site at the market, and families received summer reading information.

### **Upcoming Outreach Events**

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

Wednesday, August 11, 10:00–11:00 am

The group will be reading *The Fountains of Silence* by Ruta Sepetys.

#### **Four Winds Book Group**

Tuesday, August 17, 10:00–11:00 am

The residents will meet virtually to discuss *The Girls in the Picture* by Melanie Benjamin.

#### **Prairie Oaks Book Group**

Tuesday, August 26, 1:00–2:00 pm

The group will be reading *The Giver of Stars* by Jojo Moyes.

### **Exhibits**

#### ***We Stand on Their Shoulders: A History of Wisconsin Women and Voting - Traveling Display***

August 3 – 30, 2021

*We Stand on Their Shoulders: A History of Wisconsin Women and Voting* explores moments when women in Wisconsin gained political rights and highlights a few key leaders. Covering the ratification of the 19<sup>th</sup> Amendment, 1921 Wisconsin Equal Rights Act, 1924 Indian Citizenship Act, and 1965 Voting Rights Act, the eight-panel display shares the important story of women's quest for political rights and recognition through quote, photographs, and a timeline of events. This display is on loan from the Wisconsin Historical Society.

#### ***Telling A People's Story: African American Children's Illustrated Literature - Traveling Panel Exhibition***

September 7 – October 4, 2021

For the first time, African-American children's illustrated literature is the focus of a museum exhibition featuring art produced for book illustrations. The presentation of this genre offers a lens into the cultural, historical, and social makeup of African-American cultural identity, while also shedding light on the long neglected world of African-American authors and illustrators in the pantheon of children's literature.

Organized by the Miami University Art Museum through a grant from the Martha Holden Jennings Foundation. *Telling A People's Story* addresses:

- The presentation of African-American identity and history in a creative, educational and respectful manner. The raising of greater awareness for the role African-American illustrators and authors play in the development and growth of the field of children's literature.
- The topic of social justice throughout African-American history.
- The need for awareness to the challenges African-American children's book authors and illustrators face in a field lacking sufficient representation of minorities.
- The importance of appreciating the culture and history of a people who are deeply rooted in the American story.

## Phase 4 of library reopening (proposed to begin after July 7)

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

### Areas & services available:

- All areas/collections open to browsing, including Quiet Reading Room
- Holds pick-up
- Computers, copying, faxing
- Curbside pick-up still offered (specific hours, M-Sat)
- Librarian's Choice book selection service
- Virtual programs, some outdoor programs
- In-person or curbside pick-up of materials for virtual programs Test proctoring
- Personal Archiving Lab
- Volunteering (only on a limited basis for returning volunteers)

### Areas and services not available yet:

- Study/meeting room use
- No donations of used books

### Safety measures:

- Masks are recommended for all visitors because many of our patrons are not yet eligible for vaccines
- Masks are recommended for staff in public areas, especially the children's area
- Social distancing is recommended
- Limited seating will be available
- No toys available in the children's area

### Looking ahead to the fall:

- Return to pre-pandemic hours (including Sundays) and end curbside pick-up after Labor Day
- Return to some in-person teen and adult programs in September
- Children's programming remains virtual or in-person outdoors



### **Typical Responsibilities of Position**

Under immediate supervision of the Head of Technical Services, efficiently and accurately shelves library materials, maintains materials in the library collection in a neat and orderly fashion, and assists in other support tasks as assigned.

### **Duties/Examples of Work**

1. Performs alphanumeric sorting and filing tasks.
2. Arranges returned materials on book trucks and shelves them in proper order.
3. Empties book drop, puts appropriate items through the sorter, and takes the remaining items to the proper place for check in.
4. Checks in returned materials using the automated circulation system and routes materials appropriately.
5. Performs check-in and holds procedures when scheduled and as necessary.
6. Performs searches for items on the trace and/or pick list reports.
7. Assists with library events and displays.
8. Shelf-reads and straightens materials on the shelves or in the collection while shelving and in other assigned areas
9. Answers directional questions and refers and non-directional questions to the appropriate staff members.
10. Performs all other work as assigned.

### **Knowledge and Abilities**

1. Ability to effectively present information and respond to questions from patrons.
2. Ability to follow detailed directions.
3. Ability to maintain confidentiality of library patron information.
4. Ability to maintain a regular work schedule.
5. Ability to perform moderately heavy physical work.
6. Ability to sort efficiently in alphabetic, numeric or alphanumeric order, and to develop a working understanding of the Dewey Decimal and other systems of library materials arrangement.
7. Ability to understand and perform assigned library procedures.
8. Possess good interpersonal skills and ability to maintain and foster cooperative and courteous working relationship with the public, peers and supervisors.
9. Possess a working knowledge of English grammar and spelling.

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

1. Bending/twisting, reaching.
2. Ascending and descending short footstool.
3. 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.

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

1. Ability to apply technical knowledge.

2. Ability to comprehend and follow instructions: effectively follow instructions from supervisor, verbally and in written form.
3. Time management: set priorities in order to meet assignment deadlines.
4. Ability to deal with abstract and concrete variables.
5. Communication skills: effectively communicate ideas and information both in written and verbal form.
- ~~6. Mathematical ability: Calculate basic arithmetic problems (addition, subtraction, multiplication and division) without the aid of a calculator.~~
- ~~7. Reading ability: effectively read and understand information contained in memoranda, reports, directions, and bulletins, etc.~~

### **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, weekend hours, and occasional travel to meetings outside the library.

- ~~1. Flexible work hours; daytime, evening, and weekend hours.~~
- ~~2. Inside work environment.~~

### **Equipment Used**

Book truck for transporting materials to proper areas for reshelving, sorting machine to check in items, photocopier, computer, label maker, CD/DVD resurfacing machine, stepstool, and other equipment used to process materials.

### **Education and Experience**

1. Education equivalent to a junior in high school.
2. Eligible for a child labor permit, if required.
3. No experience required.

The City of Verona is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

Library Board Approved December 3, 2008

Revised March 6, 2013

Revised December 7, 2016

Revised, November 1, 2017

## Library Page II Job Description

### Typical Responsibilities of Position

Under immediate supervision of the Head of Technical Services, trains new library page hires; processes and covers new books, efficiently and accurately shelves library materials, maintains materials in the library collection in a neat and orderly fashion, and assists in other support tasks as assigned.

### Duties/Examples of Work

1. Physically prepares materials for circulation in accordance with processing guidelines.
2. Assists in the training of new library pages in accordance with training guidelines.
3. Performs alphanumeric sorting and filing tasks.
4. Arranges returned materials on book trucks and shelves them in proper order.
5. Empties book drop, puts appropriate items through the sorter, and takes the remaining items to the proper place for check in.
6. Checks in returned materials using the automated circulation system and routes materials appropriately.
7. Performs check-in and holds procedures when scheduled and as necessary.
8. Performs searches for items on the trace and/or pick list reports.
9. Assists with library events and displays.
10. Shelf-reads and straightens materials on the shelves or in the collection while shelving and in other assigned areas.
11. Answers directional questions and refers non-directional questions to the appropriate staff members
12. Performs all other work as assigned.

### Knowledge and Abilities

1. Ability to effectively present information and respond to questions from patrons.
2. Ability to follow detailed directions.
3. Ability to maintain confidentiality of library patron information.
4. Ability to maintain a regular work schedule.
5. Ability to perform moderately heavy physical work.
6. Ability to sort efficiently in alphabetic, numeric or alphanumeric order, and to develop a working understanding of the Dewey Decimal and other systems of library materials arrangement.
7. Ability to understand and perform assigned library procedures.
8. Possess good interpersonal skills and ability to maintain and foster cooperative and courteous working relationship with the public, peers and supervisors.
9. Possess a working knowledge of English grammar and spelling.

### Physical Demands of the Position

1. Bending/twisting, reaching.
2. Ascending and descending short footstool.
3. 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.

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

1. Ability to apply technical knowledge.
2. Ability to comprehend and follow instructions from supervisor, verbally and in written form.
3. Time management: set priorities in order to meet assignment deadlines.
4. Ability to deal with abstract and concrete variables.
5. Communication skills: effectively communicate ideas and information both in written and verbal form.
- ~~6. Mathematical ability: Calculate basic arithmetic problems (addition, subtraction, multiplication and division) without the aid of a calculator.~~
- ~~7. Reading ability: effectively read and understand information contained in memoranda, reports, directions, and bulletins, etc.~~

### **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, weekend hours, and occasional travel to meetings outside the library.

- ~~1. Flexible work hours; daytime or frequent evening and weekend hours.~~
- ~~2. Inside work environment.~~

### **Equipment Used**

Book truck for transporting materials to proper areas for reshelving, sorting machine to check in items, photocopier, computer, label maker, CD/DVD resurfacing machine, stepstool, and other equipment used to process materials.

### **Education and Experience**

1. Education equivalent to a junior in high school.
2. Eligible for a child labor permit, if required.
3. No experience required.

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Library Board Approved: December 7, 2016  
Revised November 1, 2017

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

### **Typical Responsibilities of Position**

Under the immediate supervision of the Head of Youth Services, this staff member is responsible for providing patron assistance in locating library materials and accessing library collections, both print and online, and representing the library at events throughout the community. Daily activities are determined in collaboration with the Community Engagement Librarian.

### **Duties/Examples of Work**

1. Support the Community Engagement Librarian by conducting library tours, assisting with programs, circulating materials, creating patron accounts, and performing other outreach activities for library patrons and community organizations including schools.
2. Assist with library programs and fundraisers.
3. Provide reader's advisory, reference and other patron assistance services at the Youth Services' desk, throughout the library, and at outreach locations.
4. Assist in library technology implementation.
5. Assist patrons with computer use and other mechanical operations of library equipment.
6. Carry out library policies and procedures.
7. Perform light housekeeping.
8. Perform all other duties as assigned.

### **Knowledge and Abilities**

1. Ability to effectively present information and respond to questions from patrons and staff.
2. Ability to follow detailed directions.
3. Ability to maintain a regular work schedule.
4. Ability to maintain a positive attitude during difficult patron interactions
5. Ability to perform reference and materials advisory work.
6. Ability to assist with a program of library service for a designated area.
7. Ability to maintain confidentiality of library patron information.
8. Ability to use computers, library-related software, and databases effectively.
9. Ability to work independently and collaboratively, organize and prioritize work, and respond to varied and changing work demands.
10. Ability to understand library policies and procedures and apply them to library operations.
11. Ability to understand library principles, technology, goals and philosophy of services.
12. Possess great interpersonal skills and ability to maintain and foster cooperative and courteous working relationship with the public, peers and supervisors.
13. Ability to use professional English grammar and spelling, verbal and written communication skills, and age-appropriate language with various audiences.
14. Ability to provide inclusive and equitable programs and services to diverse populations.
15. 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.
16. Applicants with Spanish language or ASL proficiency are encouraged to apply.

### **Physical Demands**

1. Shelving and handling materials.
2. Keyboarding.

3. Near vision to read faded type and small font size on item labels, plus regular reading on computer monitors.
4. Far vision to observe patrons in need of assistance from a distance of 20 feet or further.

### **Mental Demands**

1. Ability to adapt and work effectively in a dynamic environment.
2. Ability to apply library-related 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 effectively communicate ideas and information both in written and verbal form.
6. Ability to set priorities 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 an inside environment 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**

Computer, library automation system, Microsoft Office software, databases, audiovisual equipment, printer, copy machine, scanner, fax machine, telephone, book truck, die-cut machine. 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 or related experience is required.
2. Customer service experience is preferred.
3. Public library experience is preferred.
4. Experience working with children and/or teens is preferred.

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Library Board Approved, November 6, 2019

Revised 8/4/21

## **Youth Services Librarian Job Description Verona Public Library**

### **Typical Responsibilities of Position**

Under the immediate supervision of the Head of Youth Services, this staff member is responsible for providing patron assistance in locating library materials and accessing library collections, both print and online; helping to plan, publicize, and carry out programming and outreach for children and teens; explaining library services, policies, and procedures; and answering reference and materials advisory questions in person, by phone, or through email. This position requires acting as building supervisor as needed.

### **Duties/Examples of Work**

1. Plan, organize, and conduct library services and programs for youth.
2. Provide reader's advisory, reference and other patron assistance services at the Youth Services' desk, throughout the library, and at outreach locations.
3. Advise the Library Director and Head of Youth Services in regard to policies and procedures in area of responsibility; write reports and recommendations; implement decisions.
4. Develop a collection of library materials for children and teens with the Youth Services Team.
5. Manage material purchasing budgets and oversee maintenance of the collection through regular weeding.
6. Assist in library technology planning, implementation and management.
7. Supervise and train library support staff; write instructions and train staff on changes in procedures within area of responsibility
8. Confer with community groups in an advisory capacity.
9. Support the Community Engagement Library by conducting library tours, presenting programs to local groups, and performing other outreach activities for library patrons and community organizations including schools.
10. Promote library services through various types of publicity.
11. Assist in maintaining accuracy of the public catalog and website.
12. Carry out library policies and procedures.
13. Compile statistical information on area of service.
14. Serve on professional and library system committees as assigned by the Director.
15. Process, repair, or recondition library materials.
16. Perform light housekeeping.
17. Perform all other duties as assigned.

### **Knowledge and Abilities**

18. Ability to effectively present information and respond to questions from patrons and staff.
19. Ability to follow detailed directions.
20. Ability to maintain a regular work schedule.
21. Ability to maintain a positive attitude during difficult patron interactions
22. Ability to perform reference and materials advisory work and materials selection.
23. Ability to plan, organize and carry out a program of library service for a designated area.
24. Ability to maintain confidentiality of library patron information.
25. Ability to use computers, library-related software, and databases effectively.
26. Ability to work independently and collaboratively, organize and prioritize work, and respond to varied and changing work demands.
27. Ability to understand library policies and procedures and apply them to library operations.
28. Possess knowledge and understanding of youth literature and child development.
29. Ability to understand library principles, technology, goals and philosophy of services.

30. Possess great interpersonal skills and ability to maintain and foster cooperative and courteous working relationship with the public, peers and supervisors.
31. Demonstrate a willingness to maintain skills in the above-mentioned areas through active participation in appropriate continuing education activities.
32. Ability to use professional English grammar and spelling, verbal and written communication skills, and age-appropriate language with various audiences.
33. Ability to provide inclusive and equitable programs and services to diverse populations.
34. Applicants with Spanish language or ASL proficiency are encouraged to apply.

### **Physical Demands**

1. Shelving and handling materials.
2. Keyboarding.
3. Near vision to read faded type and small font size on item labels, plus regular reading on computer monitors.
4. Far vision to observe patrons in need of assistance from a distance of 20 feet or further.

### **Mental Demands**

1. Ability to adapt and work effectively in a dynamic environment.
2. Ability to apply library-related 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 effectively communicate ideas and information both in written and verbal form.
6. Ability to set priorities 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 an inside environment with moderate noise levels, plus occasional outdoor events. Position may require daytime, evening, and weekend hours and occasional travel to meetings and events outside the library.

### **Equipment Used**

Computer, library automation system, Microsoft Office software, databases, audiovisual equipment, printer, copy machine, scanner, fax machine, telephone, book truck, die-cut machine.

### **Education and Experience**

1. Master of Library Science from an American Library Association accredited institution.
2. Experience working with children and/or teens is required.
3. Customer service experience is required.
4. Public library experience is preferred.

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Library Board Approved December 3, 2008  
Revised May 4, 2017  
Revised August 8, 2021