

AGENDA

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

**Wednesday, July 10, 2024 at 6:30 p.m.
Library Conference Room**

Call to order

- Approval of the Regular Meeting Minutes of 6/5/24
- Review and approval of the June 2024 invoices
- Public Comments
- City Council Liaison's report
- Library Director's report
- Old Business
 1. Discussion of library strategic planning
 2. Discussion of the 2025 library budget
- New Business
 1. Discussion and possible action regarding the Epidemic & Library Health Emergency Policy
 2. Discussion and possible action regarding the Library Assistant Outreach job description
 3. Discussion of the 2024 Library Director goals

Verona Public Library Board Meeting Minutes
Library Board of Trustees-Verona Public Library

Wednesday, June 5, 2024, 6:30 p.m.

Attendees: Burkart, Hopp, Spencer, Jones, Braithwaite, Frey
Absent: Conwell, Fuller

Call to order: Hopp called the meeting to order at 6:32 PM

Approval of the Regular Meeting Minutes of 5/1/24
Braithwaite moved, Jones 2nd. Motion carries

Review and approval of the May 2024 invoices
Spencer moved, Frey 2nd. Motion carries

Public Comments None

City Council Liaison's report: Hometown Days a success. Sidewalk cafes were approved. City forestry & public works staff did a tremendous job in storm clean up.

Library Director's report: Samples of bird grid on window. Carpet project completed. Lactation pod installed, but needs a little tweek. We took a field trip to see the window decals, new carpet & lactation pod.

Old Business: Discussed donation naming rights & recognition. Discussed strategic planning. Discussed potential budget items.

New Business: None

Frey moved to adjourn, Braithwaite 2nd. Motion carries

Braithwaite to take notes next meeting - Wednesday, July 10

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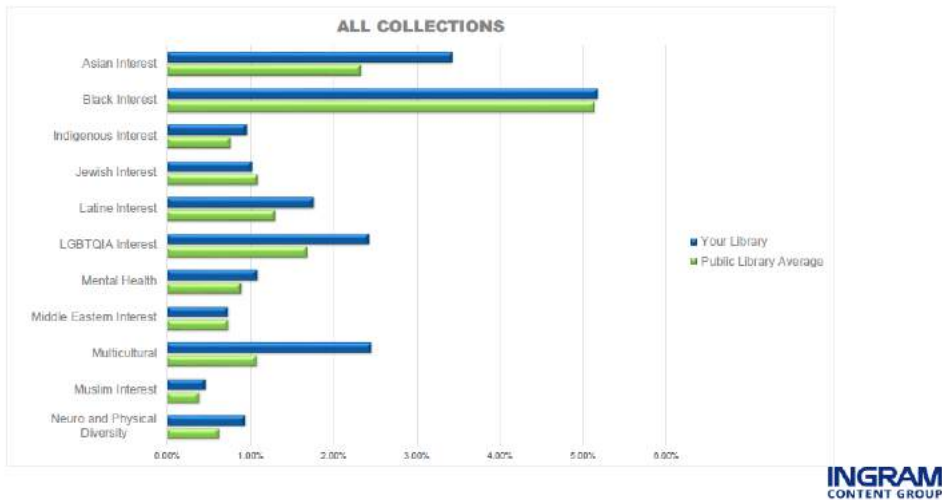
VERONA PUBLIC LIBRARY
DIRECTOR'S REPORT
June 2024

I. Collection Management

Jenny has taken over managing the Board Game collection. She is in the process of adding around 25 new games. Jenny has also discovered that we have the largest board game collection in SCLS.

The library received our Ingram inClusive diversity audit results at the end of May. Compared to other public libraries using Ingram's diversity audit service, our collection is in the 90th percentile. Staff are using the shopping list feature of the service to purchase suggested titles to fill in gaps in our collection. Here is the broad overview:

inClusive Titles Share by *inClusive* Category



Number of items added and deleted in June 2024:

Item Type	Added	Deleted
Books	978	1422
Audio	10	6
Software	6	0
Video/DVD	31	8
Other (kits, etc.)	9	0
Magazines	112	260
TOTAL	1146	1696
YTD	5998	8243

II. Circulation

Circulation

	2024	2023	2022	2021	2020
January	48,218	47,722	46,024	29,669	49,255
February	47,599	46,003	42,218	28,925	46,500
March	50,433	52,026	49,314	36,647	29,964
April	45,552	46,674	47,514	31,448	2,021
May	43,352	44,226	42,775	32,633	8,861
June	57,330	59,454	52,827	52,142	18,507
July		58,102	52,448	52,220	29,609
August		58,081	55,184	51,007	31,025
September		45,429	45,066	42,894	31,115
October		47,785	42,440	43,527	34,075
November		44,975	43,939	43,507	28,171
December		43,655	42,000	39,089	28,194
Total	292,484	594,132	561,749	483,708	337,297

New Library Cards

	2024	2023	2022	2021	2020
January	171	188	119	27	184
February	176	137	149	36	161
March	189	176	155	24	74
April	150	152	129	36	9
May	124	142	140	71	18
June	262	290	344	179	33
July		218	239	160	58
August		212	206	129	57
September		141	141	105	51
October		170	150	99	50
November		119	144	64	18
December		128	122	87	31
Total	1,072	1,423	2,038	1,017	744

Holds

	2024	2023	2022	2021	2020
January	15,085	14,929	15,139	18,260	14,651
February	13,421	13,005	11,617	17,130	12,246
March	13,282	13,586	12,878	18,193	7,277
April	12,906	12,658	12,098	15,698	5,645
May	12,364	13,483	11,820	14,236	10,869
June	13,958	13,854	11,984	13,328	13,616
July		14,445	11,735	11,621	15,910
August		13,607	13,389	13,510	15,672
September		13,587	12,506	13,252	16,166
October		12,645	11,924	13,304	16,502
November		12,971	12,888	12,679	16,108
December		11,054	10,313	11,069	14,567
Total	54,964	119,516	148,291	172,280	159,229

III. Reference

Library Visits

	2024	2023	2022	2021	2020
January	16,183	16,114	10,780	0	18,887
February	18,492	15,945	11,193	0	18,969
March	19,457	18,160	13,628	0	0
April	17,727	18,062	16,488	2,889	0
May	17,169	16,049	12,366	5,015	0
June	23,528	22,204	16,624	11,757	2,850
July		20,232	17,057	13,407	6,765
August		22,619	18,830	13,267	*
September		14,958	13,890	10,746	*
October		17,011	14,009	10,346	*
November		16,152	15,729	9,371	0
December		16,190	13,552	10,562	0
Total	112,556	213,696	174,146	87,360	47,471

Reference Transactions

	2024	2023	2022	2021	2020
January	1,929	1,640	1,061	821	3,152
February	2,161	1,638	1,653	924	1,632
March	1,989	1,830	1,758	1,347	1,974
April	2,004	1,896	1,226	948	24
May	1,995	2,031	1,117	1,085	116
June	2,638	2,487	2,183	2,200	846
July		2,058	1,691	2,365	2,431
August		2,331	2,075	1,847	2,039
September		1,837	1,341	1,543	2,521
October		1,840	1,566	581	2,045
November		1,836	1,628	458	1,060
December		1,835	1,356	721	1,092
TOTAL	12,807	23,259	18,655	14,840	18,932

Meeting Room Use

	2024	2023	2022	2021	2020
January	560	474	164	-	616
February	674	487	206	-	565
March	575	524	272	-	286
April	569	506	305	-	-
May	551	509	328	-	-
June	519	422	314	-	-
July		423	316	-	-
August		538	411	-	-
September		172	327	-	-
October		512	398	-	-
November		528	453	-	-
December		495	396	-	-
TOTAL	3,448	5,590	5,912	2,021	3,487

Reference Statistics, June 2024

Computer Lab Use: 779

Test Proctoring: 0 exams

Outer Library Loans: 40 requests

Personal Archiving Lab Sessions: 8

IV. Personnel and Staff Development

Nat* Johlas resigned their Library Page II position, effective June 24.

Yuriy Kolosovskiy was promoted from Library Page I to Library Page II.

Theresa is in the process of hiring for one open Library Page I position.

V. Equipment and Physical Facilities

Stacey and Julie met with the Southern Wisconsin Bird Alliance this month to talk about options for reducing bird/window collisions. It would cost about \$650 to do a test of bird anti-collision dots on the window bank between the center of the library and the Quiet Reading Room.

VI. Administration and Internal Operations

The 2025 budget, policy reviews, and strategic planning have been the focus of Stacey and the management team this month.

VII. Marketing and Public Relations

Abby created 59 event graphics (website, Facebook, TV) along with related event bookmarks/flyers/signs.

Abby spotlighted the Antiques and Collectibles event and the Board Game Collection in promotions this month.

Jenny created a display, *Read with Pride*. Izzy created a display inspired by the *Inside Out* movies featuring books about emotions. Circulation staff created a display featuring camping books and one titled *Dive Into Your Next Book* with summer themed books.

Facebook: 5,178 followers, 76 posts/events

Instagram: 1,680 followers, 7 posts/reels/stories

Events Newsletter (A): 9,835 recipients

Events Newsletter (B): 9,833 recipients

VIII. System and Interagency Cooperation

Theresa was part of a group of librarians from around the South Central Library System that attended the ILS (integrated library system) vendor demonstrations for the company Polaris on May 29 and May 30. She also attended several follow-up ILS meetings during June. These meetings were to go over impressions of the demonstrations and to develop a list of follow-up questions for the vendors.

Tonja attended two SCLS ILS Discovery Layer meetings this month.

Abby met with the City of Verona web redesign team on June 10.

IX. Fundraising

Nothing to report.

X. Events, Programs and Exhibits

Kid's Events and Programs:

1000 Books before Kindergarten

24 kids were registered this month, bringing the total number of registrants to 2650.

Family Story Time

Saturday, May 25, 9:30 – 10:00 am

Join us for a Family Story Time, once a month, with books, songs, and rhymes. For ages 0 - 5. No registration.

Attendees: 53

Read to a Dog

Saturday, May 25, 1:30 – 3:00 pm

Ages 5 and up. Grab your favorite book and read to a furry friend. Independent readers can sign up for a 15-minute spot to read to a registered therapy animal. Families may share a time slot. Please come early (especially if you're picking out a book to read), as time slots are short. Check-in at the Children's Desk.

Attendees: 11

Pigeon Story Time

Wednesday, May 29, 6:30 – 7:00 pm

Join us for Pigeon-themed stories and songs! Designed for ages 2-5. No registration.

Attendees: 45

Summer Reading School Visits

May 29 – June 6

Youth services and outreach staff developed a new half-hour presentation about the summer reading program for school-age kids, and drew from various activities as part of the presentation, including reading the book "Sam and Dave Dig a Hole," going on a bear hunt, and playing a minute-to-win-it cups game.

Presentations: 55

Attendees: 2495

Summer Reading Program

Registration began on June 1. Almost 1900 reading logs have been distributed. After training in mid-June, teen volunteers began giving away the first set of coupons and free books on June 25. 103 teens have signed up to volunteer.

Minecraft Club

Thursday, June 6, 4:00 – 5:00 pm

Ages 6 - 11. Have fun playing Minecraft and interacting with peers. Build in Minecraft based on a new challenge each session! Minecraft Club does not include instructions on how to play or a shared server.

Attendees: 37

Read to a Dog

Friday, June 7, 4:00 – 5:30 pm

Ages 5 and up. Grab your favorite book and read to a furry friend. Independent readers can sign up for a 15-minute spot to read to a registered therapy animal.

Attendees: 11

Summer Reading Kick-off

Saturday, June 8, 10:00 am – 12:00 pm

Celebrate the beginning of summer at this all-ages event! Enjoy animals from Havens Petting Farm, shaved ice from the Kona Ice truck, a scavenger hunt, crafts and more! Sponsored by the Friends of the Verona Public Library. *Attendance at this year's kick-off was double any past year's kick-off event. Possible explanations are the draw of animals and free Kona ice, and that it was rainy outside. It was a hectic but fun morning. Because of the rain, Havens charged us less and only brought bunnies, chicks and goats for inside the community room. During the event, 191 kids signed up for the summer reading program.*

Attendees: 1000

Crafternoon: Camping

Monday, June 10, 2:00 – 3:00 pm

Drop in and get creative with different art projects each week. Ages 4 - 10. No registration.

Attendees: 103

Tween Craft: Make Your Own Stamp

Wednesday, June 12, 2:00 – 3:00 pm

Tweens are invited to come and make their own stamps out of potatoes, and decorate a canvas bag and paper with a DIY design! Explore patterns and colors. Try sharing designs with fellow participants. Ages 8-11. Registration is required.

Attendees: 26

Pokémon Club

Thursday, June 13, 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. No registration.

Attendees: 70

Taylor Swift Dance Party

Friday, June 14, 2:00 – 2:45 pm

Are you ready for it? Come shake it off with fellow Swifties as we dance and sing through the eras. Bring your besties and come party in style! Ages 3-11. *Lots of singing, a little dancing, and an easy, fun program.*

Attendees: 218

Read to a Dog

Saturday, June 15, 10:00 am – 12:00 pm and Wednesday, June 19, 4:30 – 5:30 pm

Ages 5 and up. Grab your favorite book and read to a furry friend.

Attendees: 10, 4

Lunch Bunch

Monday, June 17, 12:00 – 12:30 pm

Bring your lunch to the library and listen to a chapter book read aloud while you eat. A small snack will be provided. Geared toward ages 5-9.

Attendees: 10

Read It & Eat: Sisterhood of Sleuths

Monday, June 17, 4:00 – 5:00 pm

Discuss the book *Sisterhood of Sleuths*, plus enjoy activities and snacks related to the book. Ages 8 - 11.

Attendees: 10

Toddler Art and Play

Tuesday, June 18, 10:00 – 11:00 am

Join us at the library for messy process art and sensory play! Wear clothes that can get messy and drop in for some fun toddler activities. Ages 1-3.

Attendees: 91

Early Reader Book Club

Tuesday, June 18, 4:30 – 5:00 pm

For children ages 5-7. Library staff will read aloud longer books, lead a discussion about them, and we'll do a fun activity together. No pre-reading required.

Attendees: 9

Parent/Child Book Club: Framed!

Thursday, June 20, 6:30 – 7:30 pm

Share the love of reading! This book club is for kids ages 8-11 and their parents/caregivers. We will discuss the novel *Framed!* by James Ponti plus enjoy activities and snacks related to the book

Attendees: 4

Family Story Time

Saturday, June 22, 9:30 – 10:00 am

Join us for a Family Story Time, once a month, with books, songs, and rhymes. For ages 0 - 5. No registration.

Attendees: 15

Child Development Story Time

Tuesday, June 25, 9:30 am

Join us for a sensory adventure in storytelling! Tag along with a member of the Aspire Therapy team for an immersive story time featuring books, music, dancing, and hands-on sensory and fine motor activities. While our activities are tailored for kids aged 2-5, all children are welcome to join in the fun!

Attendees: 39

Tween Snacks: Pancake Art

Tuesday, June 25, 2:00 pm

Tweens are invited to turn pancakes and other foods into works of art! Ages 8-11. Registration is required. *For many tweens, this was apparently the first time they used a griddle. They used supplemental foods to get very creative.*

Attendees: 24

Graphic Novel Book Club: Treasure in the Lake

Wednesday, June 26, 5:00 pm

For ages 8 - 11. Discuss the graphic novel *Treasure in the Lake* by Jason Pement, plus enjoy activities and snacks related to the book.

Attendees: 11

Summer Scares Book Club

Thursday, June 27, 5:00 pm

For ages 8 - 11. Scary isn't just for Halloween! We will discuss a scary book, plus enjoy activities and snacks related to the book. In June, we will discuss *Ophie's Ghosts* by Justina Ireland. Copies will be available approximately one month before the discussion. Stop by the children's desk to pick one up. *A mom introduced her daughter to Jess before the program and explained that they were new to the area and her child was feeling very nervous. However, once the icebreaker got going, her daughter opened up and seemed to have a great time, and she checked out several scary books when the program ended too.*

Attendees: 7

Upcoming Kids' Events

Summer Story Times

June 10 – August 2

Baby Story Time: Fridays at 10:30 am and 1:00 pm

Toddler Story Time: Mondays and Wednesdays at 9:30 am

Preschool Story Time: Mondays and Wednesdays at 10:30 am

Sensory Story Time: Thursdays at 9:30 am

Outdoor Story Time: Thursdays at 10:30 am (through August 22)

Read to a Dog

Friday, June 28, 4:00 – 5:30 pm and Saturday, June 29, 1:30 – 3:00 pm

Ages 5 and up. Grab your favorite book and read to a furry friend.

Bubble Party

Saturday, June 29, 10:00 – 11:00 am

Bubble machines, music, ice pops, and outside fun! Families with children age 1-4 are invited to come on over and enjoy the sunshine and the bubbles on the lawn behind the library. Registration is encouraged so staff know how many ice pops to purchase. In case of inclement weather check the library Facebook page or our online events calendar for updates.

Wayne the Wizard

Tuesday, July 2, 10:30 am and 1:00 pm

Wayne the Wizard's magic and ventriloquist show will feature amazing magic, comedy ventriloquism and plenty of audience participation. No registration. Sponsored by the Friends of the Verona Public Library.

Read to a Dog

Friday, July 5, 4:00 – 5:30 pm

Ages 5 and up. Grab your favorite book and read to a furry friend.

Crafternoon: Outer Space

Monday, July 8, 2:00 – 3:00 pm

Drop in and get creative with different art projects each week. Ages 4 - 10. No registration.

Child Development Story Time

Tuesday, July 9, 9:30 am

Join us for a sensory adventure in storytelling! Tag along with a member of the Aspire Therapy team for an immersive story time featuring books, music, dancing, and hands-on sensory and fine motor activities. While our activities are tailored for kids aged 2-5, all children are welcome to join in the fun! No registration required.

Science Lab: Dino Dig

Tuesday, July 9, 4:00 – 5:00 pm

Geared for ages 5-7. No registration required. Explore dinosaur themed activity stations! Dino Excavation, Fossil Imprints, Velociraptor Race, and Paleontology Play!

Tween Craft: Collage Treasure Tins

Wednesday, July 10, 2:00 – 3:00 pm

Tweens are invited to come and create a collage treasure tin that they can take home and use! Ages 8-11. Registration is required.

Minecraft Club

Thursday, July 11, 4:00 – 5:00 pm

Ages 6 - 11. Have fun playing Minecraft and interacting with peers. Build in Minecraft based on a new challenge each session! Minecraft Club does not include instructions on how to play or a shared server. Bring a device to play on or borrow one of ours.

Family Story Time

Saturday, July 13, 9:30 am

Join us for a Family Story Time, once a month, with books, songs, and rhymes. For ages 0 - 5. No registration.

Raindrop Tour: Where does the stormwater go?

Saturday, July 13, 10:30 am

Kids can learn about the path of rainwater through the watershed to a pond, lake, river, bay, or ocean. Activities will include a demonstration of the Enviroscape Model, doing a raindrop tour, and hearing a reading of the book "All the Way to the Ocean." Presented by Steve Lawton and Rick Eilertson from AECOM (Verona's City Engineering Consultant). Geared to ages 5 - 12.

Lunch Bunch

Monday, July 15, 12:00 – 12:30 pm

July's book will be *The Princess in Black* by Shannon and Dean Hale. Bring your lunch to the library and listen to a chapter book read aloud while you eat. A small snack will be provided. Geared toward ages 5-9.

Read It & Eat: The Mystery of the Masked Medalist

Monday, July 15, 4:00 – 5:00 pm

Discuss the book *The Mystery of the Masked Medalist*, plus enjoy activities and snacks related to the book. Ages 8 - 11. Pick up a copy of the book at the children's desk to read in advance.

Toddler Art and Play

Tuesday, July 16, 10:00 – 11:00 am

Join us at the library for messy process art and sensory play! Wear clothes that can get messy and drop in for some fun toddler activities. Ages 1-3.

STEAM Craft: Camp Library

Wednesday, July 17, 4:00 – 5:00 pm

Geared for ages 8-11. Registration required. Welcome to Camp Library where you can experience the nature of camp indoors! Decorate wooden medallions to put on a lanyard you design! Earn wooden medallions at different camp stations or create your own!

Pokémon Club

Thursday, July 18, 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. No registration.

Parent/Child Book Club: The Last Mapmaker

Thursday, July 18, 6:30 – 7:30 pm

Share the love of reading! This book club is for kids ages 8-11 and their parents/caregivers. We will discuss the novel *The Last Mapmaker* by Christina Soontornvat plus enjoy activities and snacks related to the book. Books will be available for check out approximately one month prior to the event. Stop by the youth services desk to request one.

Read to a Dog

Friday, July 19, 4:00 – 5:30 pm and Saturday, July 20, 10 am – 12 pm

Ages 5 and up. Grab your favorite book and read to a furry friend.

Crafternoon: Under the Sea

Monday, July 22, 2:00 – 3:00 pm

Drop in and get creative with different art projects each week. Ages 4 - 10. No registration.

Early Reader Book Club

Tuesday, July 23, 4:30 – 5:00 pm

For children ages 5-7. Library staff will read aloud longer books, lead a discussion about them, and we'll do a fun activity together. No pre-reading required.

Tween Snacks: Will it Waffle?

Wednesday, July 24, 2:00 – 3:00 pm

Tweens are invited to answer the age-old old question, what can you cook on a waffle iron? Try an assortment of yummy food items to see if they are #wafflelicious or #wafflefails. Ages 8-11. Registration is required.

Olympics Story Time

Wednesday, July 24, 6:30 pm

Join us for books, songs, and activities all about the upcoming Olympics! Ages 2-6. No registration.

Summer Scares Book Club

Thursday, July 25, 5:00 – 5:45 pm

For ages 8 - 11. Scary isn't just for Halloween! We will discuss a scary book, plus enjoy activities and snacks related to the book. In July we will discuss *My Aunt is a Monster* by Reimena Yee.

Cardboard City

Saturday, July 27, 10:00 am – 12:00 pm

For kids ages 5 and up, with their adults. Use special saws, screws and other cardboard building tools to construct a city for creative play! We'll be working together to create a temporary, shared space.

Read to a Dog

Saturday, July 27, 1:30 - 3:00 pm

Ages 5 and up. Grab your favorite book and read to a furry friend.

Baby Olympics

Tuesday, July 30, 6:00 – 6:45 pm

Join us in celebration of the 2024 Summer Olympics in Paris! Babies and toddlers will do their own Olympic events like tunnel crawling and balance beam while watching real events on the big screen.

Geared to ages 0 - 2.

Graphic Novel Book Club

Wednesday, July 31, 5:00 – 5:45 pm

For ages 8 - 11. Registration begins 6/26. Discuss the graphic novel *Just Roll With It* by Veronica Agarwall and Lee Durfey-Lavoie, plus enjoy activities and snacks related to the book. Books will be available for checkout approximately one month before the discussion. Stop by the youth services desk to request one.

Teen Events:

Teen Craft: DIY Stamping

Wednesday, June 12, 3:30 – 4:30 pm

Make your own stamps, and decorate a canvas bag and paper with your new designs! Explore patterns and colors using fabric paints, cookie cutters, and potatoes! *Comments: Teens enjoyed making one-of-a-kind stamping patterns from potatoes -- From flowers and stars to owls and dinosaurs, everyone with a different style!*

Attendees: 4

K-Drama Night

Friday, June 14, 7:00 – 8:30 pm

Shenanigans and awkward moments of miscommunication. Not-so-subtle product placement. Fun romance and absurdity in equal measure! Celebrate on-screen Korean culture with other Hallyu fans.

Comments: This was a fun mix of adults and teens. All were excited to find other people with similar interests, and they enjoyed the Korean snacks and watching an episode in community!

Attendees: 18

Teen Gaming & Pizza

Tuesday, June 18, 3:30 – 4:30 pm

Snack on pizza and more! Face off on the Nintendo Switch or SNES, try a board game, or bring your own device. *Comments: The answer to "If I make another pizza, will you eat it?" is always "yes!"*

Attendees: 11

Fantastical Mapmaking

Thursday, June 20, 4:00 – 5:00 pm

Love studying a good map at the beginning of a book? Create mountains, rivers, and cities! What could happen to adventurers in these lands? Unleash your creativity and make your own fantasy world map!

Comments: Kids with similar interests found each other – including one teen who brought a binder full of maps they had made of a fantasy world. Many said they were interested in playing group games with their new worlds.

Attendees: 20

Teen Outdoor Movie

Friday, June 21, 8:45 – 10:45 pm

Snack on some popcorn while you watch *Nimona* on a big screen in our parking lot theater! *Comments: Even with the mosquitos and humidity, teens love the outdoor movie experience.*

Attendees: 6

Teen Graphics & Grub

Monday, June 24, 7:00 – 8:00 pm

Discuss a graphic novel while eating snacks and doing activities related to the book! We'll be reading *Last Pick*, by Jason Walz. Pick up a copy of the book at the children's desk to read in advance. *Comments: A meaningful discussion about human worth and ability, while playing fun games about aliens and survival.*

Attendees: 1

Teen Snack: Pancake Art

Tuesday, June 25, 4:00 – 5:00 pm

Turn you plate into a canvas and touch up your griddle skills. Combine custom-design pancakes and other foods to create artwork! *Comments: It was difficult to make the teens leave. They were having far too much fun. From a convincing taco, to a heart specifically for "Mom," to individual letters of a Taylor Swift album, teens created artful pancakes.*

Attendees: 10

Lawn Games & Frozen Treats

Thursday, June 27, 3:30 – 4:30 pm

Play lawn games behind the library with other teens, weather permitting. Enjoy a cool treat and face off in cornhole, ladder toss, Spikeball, giant Jenga, etc. Don't forget your sunscreen! *Comments: Some extremely introverted kids ended up playing games with others by the end, win!*

Attendees: 7

Upcoming Teen Events:

Escape Room

Tuesday, July 2

3:00 – 3:45 pm, Group 1

4:00 – 4:45 pm, Group 2

Solve puzzles, find clues, and crack locks to escape an adventure!

Crafty Tuesday

Tuesdays, July 9 & August 6, 4:00 pm

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

Teen Craft: Mini Collage

Wednesday, July 10, 4:00 – 4:45 pm

Embellish a tin - collage style - in layers of scrapbook paper, recycled graphic novels and book pages. Keep small treasures inside!

Teen Outdoor Movie

Friday, July 12, 8:45 – 10:45 pm

Snack on some popcorn while you watch *Jumanji* on a big screen in our parking lot theater! Bring a camp chair (we'll have some available), and dress for the weather. If it rains, we'll move the event indoors.

Teen Graphics & Grub

Monday, July 15, 7:00 – 8:00 pm

Discuss a graphic novel while eating snacks and doing activities related to the book! We'll be reading *The Princess and the Grilled Cheese Sandwich* by Deya Muniz.

Teen Gaming & Pizza

Tuesday, July 16, 3:30 – 4:30 pm

Snack on pizza and more! Face off on the Nintendo Switch or SNES, try a board game, or bring your own device.

Lawn Games & Frozen Treats

Wednesday, July 7, 3:30 – 4:30 pm

Play lawn games behind the library with other teens, weather permitting. Enjoy a cool treat and face off in cornhole, ladder toss, Spikeball, giant Jenga, etc. Don't forget your sunscreen!

Shadow Boxes

Tuesday, July 23, 3:30 – 5:00 pm

Create a glowing shadow box! Using string lights, a wood frame, paper, and your imagination, form a small scene to brighten your night.

Teen Snack: Will it Waffle?

Wednesday, July 24, 4:00 – 5:00 pm

Will it be wafflelicious? A #wafflefail? Try different food batters and add-ins on waffle makers!

Adult Classes & Events:

Adult Summer Reading Program, veronapubliclibrary.org/adult-summer-challenge

This summer the library is featuring a different challenge each week, and prizes are awarded at the end of each challenge period. So far, the challenges have been: *read a book near the water, visit a new to you library and tell us what you thought, read a "how to" book and let us know if it was helpful*, and currently, *visit a local tourist destination and give it a "yelp-style" review for our blog* (to be released at the end of the summer). Engagement has been excellent. Week 1 had 35 entries; by Week 2 there were 67, and interest continues.

Distance Learning English Classes for Adults

Mondays 6:00 - 7:30 pm & Tuesdays 6:00 - 8:00 pm, May 28 – August 13, 2024

May 28, attendees: 15

June 17, attendees: 9

June 3, attendees: 10

June 18, attendees: 3

June 4, attendees: 16

June 24, attendees: 6

June 10, attendees: 8

June 25, attendees: 3

June 11, attendees: 3

Library Yarns Craft Group

First and Third Wednesdays, 4:30 - 6:00 pm

Fiber art enthusiasts gathered to learn new techniques, exchange ideas, or find inspiration for their next project.

May 29, attendees: 12

June 19, attendees: 6

June 5, attendees: 10

June 26, attendees: 7

June 12, attendees: 10

Adult Crafternoon

Friday, May 24, 4:00 - 5:45 pm

Come in and craft with us! We will be making cross-stitch bookmarks - no experience is necessary.

Attendees: 18

Author Visit – Peggy Joque Williams

Wednesday, May 29, 7:00 - 8:00 pm

Meet the (Wisconsin-based) author of the new historical fiction book *Courting the Sun*, and listen to her discuss this well-researched and captivating tale. Books will be available for sale and signing! Sponsored by the Friends of the Verona Public Library.

Attendees: 14

Psychedelics and Mental Health

Thursday, May 30, 7:00 - 8:00 pm

Dr. Wenthur's lab is working on new approaches to improve mental healthcare and mental wellness through better understanding of how psychedelics and other psychoactive drugs can be used alongside therapy. This approach has the potential to address the staggeringly high rates of depression, anxiety, overdose, and suicide that exist in Wisconsin and across the globe, and has the potential to change how we manage access to mental healthcare and address widespread health disparities.

Attendees: 57

Verona Aspiring Writers Group

Monday, June 3 and June 17, 7:00 - 8:00 pm

This group is to offer constructive feedback to writers and aspiring writers of all genres. Want to get a blog started or grow one? Hoping to be published in a magazine? Trying to finish or fine tune the next great American novel? We welcome all!

June 3, attendees: 9

June 17, attendees: 11

Adulting 101: Health and Wellness with Dr. Traese Kuhl of rootsMD

Tuesday, June 4, 7:00-8:00 pm

Join us as we kick off our TDS-sponsored "Adulting 101" series of talks from local experts on topics related to thriving in young adulthood. In this talk, Dr. Traese Kuhl of Verona's rootsMD will present tips and advice on how to stay healthy including information on how often you should be checking in with your provider, dealing with stress, sleep hygiene, nutrition and more! Light refreshments will be provided.

Attendees: 3

Growing Tomatoes in Wisconsin

Thursday, June 6, 6:45-7:45 pm

Master gardener Valerie Kozel will present tips and tricks for successfully growing tomatoes in Wisconsin.

Attendees: 8

Senior Case Management Outreach

Monday, June 10. Drop in between 2:00 - 3:00 pm

A case manager from the Verona Senior Center will answer questions and provide resources for older adults and their caregivers. Information on Medicare/Medicaid, nutrition, housing, assistance in the home, and resources in Verona and Dane County will be available. Contact a case manager at the Verona Senior Center at 608-845-7471 with questions.

Attendees: 1

Blood Pressure Screening with Fitch-Rona EMS

Thursday, June 13, 10:00 - 11:00 am

Fitch-Rona EMS will check your blood pressure free of charge.

Attendees: 6

Antiques and Collectible Appraisal Event

Saturday, June 15, 10:00am - 1:00 pm

Verona Public Library presents an antique and collectibles appraisal event featuring author and antiques expert, Mark F. Moran. Bring your antique/collectible item to see what, if any, historical or monetary value they may have. Moran was a guest expert on the PBS program, *Antiques Roadshow*, for nine seasons and is the author or co-author of more than 25 books on antiques and collectibles.

Attendees: 23 with about 35 items appraised

A Taste of Mystery Bookclub

Monday, June 17, 10:00 - 11:00 am

In this book club for mystery enthusiasts, we read the first book in a series by a variety of mystery authors and then discuss over coffee, fruit and pastries. Books will be available for checkout both at the meetings and behind the circulation desk during the month they are featured.

Attendees: 5

Container Gardening Tips and Tricks from a Master Gardener

Tuesday, June 18, 7:00 - 8:00 pm

Want container gardens that go the distance this summer and look beautiful while doing it? Join us for a presentation from Master Gardener and UW Extension Volunteer Mary Collet and learn how!

Attendees: 32

The Armchair Tourist: Paris's Latin Quarter

Wednesday, June 19, 6:45 - 7:45 pm

Paris will be hot and more crowded than ever with the Olympics this summer, but you can participate in a tour of one of its most interesting areas from the comfort of the VPL Community Room! This event features an informative, narrated video tour of Paris's Latin Quarter, which you can take in while you enjoy chocolate croissants and iced café au lait!

Attendees: 16

Tea Tasting Party

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

Learn about tea from Erin Ulrich of Mount Horeb's fabulous tea shop, [Telsaan](#). She will provide some tea samples to try, and VPL will provide a "full tea" of treats, both sweet and savory, to feast on!

Attendees: 26

UW Madison School of Health "All of Us: Research Project

Friday, June 21, 9:00 am - 5:45 pm

Researchers from the UW Madison School of Public Health will be in the library all day to gather data relating to the health of participating Verona residents. The project is called "All of Us" and is part of a nationwide initiative to amass data from different areas of the country and pool it so that researchers can identify patterns about what affects public health. Each participant will receive \$25 cash upon completion of the program requirements.* More information available at: <https://allofus.wisc.edu/>

Attendees: 20

Adult Crafternoon – Tiny Ombré Flower Pots

Friday, June 21, 4:00 - 5:00 pm

Adults need arts and crafts too! This month: ombré paint a tiny flower pot!

Attendees: 16

Blood Drive

Saturday, June 22, 10:00 am - 1:00 pm

Impact Life is hosting a blood drive in the Library's Community Room.

Attendees: 8

VPL Cookbook Club Informational Session

Wednesday, June 26, 7:00 - 8:00 pm

Do you love to cook and try new recipes? Come get in on the ground floor of a brand new Cookbook Club which will take place monthly at the library! This brief event is for laying some informational groundwork. Moving forward, we will get into cooking themed recipes, bringing them to meetings to enjoy potluck-style and reviewing the recipe and/or the cookbook in which it was found.

Attendees: 18

Summer Salad and Dessert with Chef Laura Eyler

Friday, June 28, 4:00 - 5:30 pm

Get your picnic baskets ready! Chef Laura Eyler of Thyme Savor Cuisine will demonstrate how to make a summer pasta salad and a delicious berry trifle, which the audience can then enjoy.

Attendees: 20

Upcoming Adult Classes & Events

Library Yarns Craft Group

Meets each Wednesday. Drop-in between 4:30 - 6:00 pm

If you enjoy knitting, crochet, embroidery, or another needlecraft, please join us at a drop-in stitching circle. Meet up with other fiber art enthusiasts, learn new techniques, exchange ideas, or find inspiration for your next project. All skill levels welcome.

Distance Learning English Classes for Adults

Mondays 6:00 - 7:30 pm, Beginner, Beginner, June 3 – August 13

Tuesdays 6:00 - 8:00 pm, Intermediate, Intermediate, May 28 – August 13

This class is offered mostly online using Zoom. Practice speaking, listening, reading, and writing in English. Students will receive free English textbooks by mail. In partnership with Literacy Network.

Senior Case Management Outreach

Second Monday of each month, drop in between 2:00 - 3:00 pm

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

A Taste of Mystery Bookclub

Third Monday of each month. 10:00 - 11:00 am

In this book club for mystery enthusiasts, we read the first book in a series by a variety of mystery authors and then discuss over coffee, fruit and pastries. Books will be available for checkout both at the meetings and behind the circulation desk during the month they are featured.

Triumphing Over Disabilities: Two Women's Stories

Wednesday, July 10, 7:00 - 8:00 pm

At this special event, Wisconsin authors Meetra Nahavandiv and Cheryl Schlitz will share their experiences with life-altering disabilities and how they grappled with and challenged their physical limitations in order to live full and meaningful lives. Their books will be available for sale and signing.

Wisconsin's Gangster Past

Thursday, July 11, 6:30 - 7:30 pm

Join us for this rescheduled event as author and speaker Chad Lewis recounts the many Wisconsin connections to gangster history, including hideouts, murder, mayhem and even vacations. Zoot suits optional!

VPL Cookbook Club – Summer Salads

Tuesday, July 16, 6:30 - 8:00 pm

Join us as we explore cookbooks and recipes featuring summer salads! A selection of books will be on reserve at the circulation desk for you to check out, otherwise, feel free to use your own cookbook and let us know about it! Each participant will make a summer salad recipe and bring it to share and discuss. Please email mhilquist@veronapubliclibrary.org once you've selected your cookbook and recipe, and I will take care of making copies and listing ingredients in case of allergies.

The Keys to Coping with Cancer

Wednesday, July 17, 7:00 - 8:00 pm

Former hospice nurse Carey Weiss will talk about how to reduce the fear and anxiety surrounding cancer, how to improve the immune system even when it's compromised, and how to promote healthy habits to heal the mind, body and spirit as you combat or support a combatant of this formidable disease.

Christmas Cookie Decorating in July!

Wednesday, July 24, 7:00 - 8:00 pm

Anna Castenada of Ellie Lou's Bakery will present tips and tricks for decorating beautiful and delicious frosted Christmas cookies so you'll have plenty of time to practice techniques before the festive season! Registration required. Class size is limited to 18 participants.

Adult Crafternoon – Tile Coasters

Friday, July 26, 4:00 - 5:00 pm

Come and craft with us! This month we will make beautiful decoupage tile coasters. Registration required. Class size is limited to 20 participants.

Exhibits

No exhibits are scheduled during the summer months.

Outreach Events

Outreach story times:

Total daycare story time presentations this month: 20

Books 'n Booze at Stone Porch Alehouse

Thursday, May 23, 6:00 – 7:00 pm

The group read *The Overnight Guest* by Heather Gudenkauf.

Attendees: 14

Four Winds Book Group

Tuesday, May 28 and Tuesday, June 25, 10:00 – 11:00 am

The residents discussed *The Lager Queen of Minnesota* by J. Ryan Stradal and *The Book of Lost Friends* by Lisa Wingate.

Attendees: 6, 6

Country View Reading Celebration

Tuesday, June 4, 8:30 – 9:30 am

Marissa attended the Country View Reading Celebration to sign families up for the summer reading program. *Comments: "My child insisted I sign him up for the summer reading program today; he's so excited about it!"*

Attendees: 9

Nakoma Kids Club Summer Reading Kickoff Party

Tuesday, June 4, 3:00 – 4:00 pm

A donut-themed kickoff for the students at Nakoma Heights to sign up for library cards, register for the summer reading program, and participate in crafts and activities. *Comments: Seven students signed up for a library card.*

Attendees: 38

Core Knowledge First Grade Field Trip

Wednesday, June 5, 9:30 – 10:30 am

First graders from Core Knowledge visited the library for a read aloud, craft project, and buddy read. *Comments from the teachers: "Thank you so much for letting us come for a field trip again this year!"*

Attendees: 55

Charter Senior Living Book Group

Tuesday, June 11, 2:30 – 3:30 pm

The residents read *The Personal Librarian* by Marie Benedict and Victoria Christopher Murray for their first book discussion.

Attendees: 9

Senior Center Book Group

Wednesday, June 12, 10:00 – 11:00 am

The group discussed *The Wager: A Tale of Shipwreck, Mutiny, and Murder* by David Grann.

Attendees: 18

Nakoma Summer Reading Kids Club

Tuesday, June 18, 3:00 – 4:00 pm

Students checked out books, made a frog bookmark, and played games.

Attendees: 21

Guidepost Montessori Field Trip

Wednesday, June 19, 9:45 – 10:30 am

Students from Guidepost Montessori walked over to the library for a story time, tour, and book checkout.

Attendees: 16

Noel Manor Book Group

Wednesday, June 26, 10:30 – 11:30 am

The group read *The Heirloom Garden* by Viola Shipman.

Attendees: 4

Prairie Oaks Book Group

Thursday, June 27, 1:30 – 2:30 pm

The group met to discuss *The Nature of Fragile Things* by Susan Meissner. *Comments: "I couldn't put this book down!"*

Attendees: 5

Upcoming Outreach Events**Books 'n Booze at Stone Porch Alehouse**

Thursday, June 27, 6:00 – 7:00 pm

The group will be discussing *Of Women and Salt* by Gabriela Garcia.

Nakoma Summer Reading Kids Club

Tuesday, July 2 and Tuesday, July 16, 3:00 – 4:00 pm

Books for checkout, library card applications, crafts, and activities for Glacier Edge students and their families at the Nakoma Heights Apartments.

Charter Senior Living Book Group

Tuesday, July 9, 2:30 – 3:30 pm

The group will be reading *The Storied Life of A.J. Fikry* by Gabrielle Zevin.

Senior Center Book Group

Wednesday, July 10, 10:00 – 11:00 am

The group will be reading *The Stars Are Fire* by Anita Shreve.

Four Winds Book Group

Tuesday, July 23, 10:00 – 11:00 am

The residents will meet to discuss *The Whistler* by John Grisham.

Noel Manor Book Group

Wednesday, July 24, 10:30 – 11:30 am

The group will be reading *The Maid* by Nita Prose.

Prairie Oaks Book Group

Thursday, July 25, 1:30 – 2:30 pm

The group will be reading *The Midnight Library* by Matt Haig.

Upcoming Book Bike Events

Veterans Park, July 11, 11:30 am – 12:15 pm

Tollefson Park, July 18, 11:30 am – 12:15 pm

Harriet Park, July 24, 11:30 am – 12:15 pm

Verona Public Library Epidemic & Library Health Emergency Policy

I: Purpose

To establish a protocol that will be used in the event of an epidemic or declared public health emergency. The library should plan for staff being unable to report to work in the event of a serious infectious disease outbreak. In addition, during an epidemic or health emergency organizations may be required to take measures to help slow the spread of illness such as closing by order of Dane County public health officials. It is important to ensure that core business activities of the library can be maintained with limited staff and reduced hours as determined by the Library Director.

II: Definitions

~~This plan differs from a general emergency preparedness policy or procedure. With an emergency preparedness policy, there is an assumption that staff will return to the building or begin recovery work almost immediately after the event or crisis (such as after a fire or storm). If there is a serious infectious disease outbreak, recovery may be slow and limited staff, services, and hours may be necessary for several weeks or more.~~

Epidemic – A disease affecting many persons in a specific locality at the same time, and spreading from person to person in a locality where the disease is not permanently prevalent.

Library health emergency – The state of affairs in which there are not enough healthy library staff to maintain normal hours of operation.

Employees and staffing level – Permanent part-time and permanent full-time library staff as defined in the City of Verona Personnel Policy. This does not include library volunteers.

III: Library Closure

The Verona Public Library may temporarily close because of an epidemic or library health emergency in the event that any of the following occur:

- A. The City of Verona facilities or offices close because of a health emergency.
- B. A mandate, order, or recommendation for closure is issued by Dane County public health or other government officials.
- C. The Verona Area School District (VASD) closes schools because of an epidemic.

At the discretion of the Library Director, the Verona Public Library may temporarily close, reduce its operating hours, or limit services in the event that there is insufficient staff to maintain basic service levels.

In the event of closure, due dates and holds pickup dates for library materials will be adjusted so that no lost charges are assessed and holds do not expire on dates in which the library is closed. The exterior book drop will be kept open and cleared periodically ~~if as long as~~ possible.

The ~~Library~~ library may reopen to the public even if VASD schools remain closed if cleared to do so by the Public Health Madison & Dane County and the City of Verona.

IV: Minimum Staffing Levels ~~to Remain Open~~

If Dane County public health officials allow public facilities to remain open during or reopen following a public health emergency, the ~~l~~ library must maintain a minimal level of staff in order to be open to the public. Minimum staffing level for a temporary period of time is defined as four ~~healthy~~ staff members available to be present at the library during all open hours with a maximum 8 hour workday and 40 hour workweek per employee. ~~Thus, at least eight healthy desk staff must be available to keep the library open for its regular daily hours Monday—Friday, and at least four available for regular weekend hours.~~

~~An inability to maintain this temporary minimal level will result in reduced hours or closing the library. Also, the necessity to maintain this temporary minimal level for more than five consecutive days will also result in reduced hours or closing the library.~~

~~The absence of healthy library staff will determine the ability to carry out services and maintain open hours. At the library director's discretion, this may include:~~

~~Cancelling programs, special events, and meeting room reservations.~~

~~Reassigning employee duties and shifts.~~

~~Reducing open hours if the number of employees falls below minimum levels.~~

~~Closing the library for one or more days.~~

If the Library is open, employees are expected to report to work on time as scheduled, excluding any excused absences following the City of Verona's sick leave policy. In the event of sudden closure and healthy library employees are sent home from work, those employees shall work from home where possible [under the guidelines of the City of Verona Telecommuting Policy and Procedure](#). Staff may also be voluntarily temporarily reassigned to work in other city departments.

V: Communication

The library director will notify the library board of any changes in services or hours related to an epidemic or health emergency. Any changes in the library's open hours to the public will be communicated via the library's website, social media accounts, and phone messages.

VI: Prioritization of Services

If reduced staffing, hours, or services are required, employees shall perform priority responsibilities that most directly impact patrons prior to any other work tasks.

Priority responsibilities shall follow this order, with safety being a priority:

1. Direct patron assistance, e.g. check out, issuing library cards, computer and information assistance.
2. Processing incoming holds, check in, incoming delivery returns, shelving.
3. Processing holds, shelf action lists, pick lists.
4. Submission of payroll, processing bills for payment, preparing for and holding Library Board meetings.

Staffing levels will determine the ability to carry out regular services. At the ~~library~~Library ~~director's~~Director's discretion, this may include cancelling programs, special events, and meeting room reservations and reassigning employee duties and shifts.

~~Individual responsibilities outside of those described shall be completed after prioritized tasks if time permits, performing those duties with a deadline or significant impact first. Employees should consult with the Director or designated administrative authority to determine staffing area assignment and which individual work tasks should take priority, or in the event that they feel a responsibility not listed here requires urgent attention.~~

VII: Employee Absences

The City of Verona's Personnel Policy outlines the sick leave policy. This policy shall continue to be followed in the event of an epidemic or library health emergency.

VIII: Responsibility for Library Operations

If, for any reason, the Library Director is unable or unavailable to perform the responsibilities and decisions outlined in this policy, administrative authority for this policy and all library operations shall fall to the Assistant Director.

Library Board approved June 3, 2020

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.
1. ~~2.~~ Plan, organize, and conduct library services and programs for a variety of age groups.
- ~~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, in 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 plan, organize, and carry out library programs. 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 and participate in equity, diversity, and inclusion continuing education.
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.

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, November 6, 2019
Revised August 4, 2021