

AGENDA

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

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

Call to order

- Approval of the Regular Meeting Minutes of 9/4/19
- Review and approval of September 2019 invoices
- Public Comments
- City Council Liaison's report
- Library Director's report
- Old Business
 1. Discussion of 2020 library budget
- New Business
 1. Discussion and possible action regarding the Meeting Room Use Policy
 2. Discussion and possible action regarding the Public Behavior Policy

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

Wednesday, September 4, 2019, 6:30 p.m.
Library Conference Room

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

Call to order:

Hopp called the meeting to order at 6:30 p.m.

Approval of Minutes:

A motion was made by Kurth, seconded by Huemmer to approve the Regular Meeting Minutes of 07/31/2019. Motion carried.

Review and Approval of Invoices:

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

Public Comments:

None

City Council Liaison Report:

Cronin updated the board that new City Administrator, Adam Sayre, has been hired. She shared that the City is working on the annual budget that is going to be challenging. Owing to the significantly lower growth and construction rate, there will most likely be almost \$1M cut in the budget.

Library Director's Report:

Burkart reported that the new library system BiblioVation will go live in December. She also shared that the internal discussions have started on how to meet the needs of Teen programming after the new high school building opens. There may be a need to increase the outreach program for teens with the new building being more than two miles away from the library.

Old Business:

- 1. Discussion of 2020 library budget:* The Board further discussed the 2020 budget in detail. A new staff scheduling software and the need to add online magazine subscription were identified as areas that could be increased. The insurance numbers will be received to be reviewed by the board during the next meeting. No action was taken and further discussion tabled until the next board meeting.

New Business:

- 1. Review of Policy Updates:* Public Behavior Policy will be reviewed during the next board meeting. All other policies have been updated within the past 3 years. The board decided to review the policies quarterly.

Adjournment: Meeting adjourned at 7:23 p.m.

VERONA PUBLIC LIBRARY
DIRECTOR'S REPORT
September 2019

I. Collection Development

Due to the increase in theft of video games we are now keeping the discs behind the Service Desk for the following consoles: Nintendo 3DS, Nintendo Switch, PlayStation 4, and XBOX One.

Ronda completed the weeding of adult audiobooks and adult music. Leah weeded the Teen fiction collection.

With input from Michael, Dusty, and Mary, video game consoles were purchased to circulate as adult kits.

We removed the GoChip Beam video streaming devices from the collection because the company that produced them went bankrupt and the app patrons need to view the content is no longer available.

Number of items added and deleted in August 2019:

Item Type	Added	Deleted
Books	1148	26
Audio	53	10
Software	10	0
Video/DVD	57	20
Other (kits, etc.)	39	0
Magazines	140	1
TOTAL	1447	57
YTD	9323	6225

II. Circulation

Circulation is down slightly year-to-date at -1.16% compared to last year.

Circulation statistics for August 2019:

Self-check-outs	36,627
Total check-outs	53,415
Self-check-outs vs. desk	83.9%
Aug. 2018 vs. Aug. 2019	-3.31%
Check-ins	90,918
Library cards added	167
Holds placed	12,577

III. Reference

Statistics: August 23 – September 20, 2019

Reference: 1,610 regular transactions, 207 directional
Children's reference: 739 regular transactions, 83 directional
Proctoring: 3 exams proctored
Outer Library Loans: 64 requests

Social Media Engagement:

Facebook: 2,798 followers, 47 posts/events
Twitter: 1,707 followers, 39 tweets
Instagram: 1,034 followers, 3 posts
Events Newsletter A: 12,272 recipients
Events Newsletter B: 12,248 recipients

IV. Personnel and Staff Development

All staff meeting was held on September 11. Departments gave updates and we discussed the upcoming migration to the new library catalog and computer system.

Paula Pudewell began employment as a Library Page I on September 23.

Library Page Elsa Nekola resigned her position effective September 18. Theresa is working on filling the open position.

Library Assistant Michael Richardson has resigned his position as of October 6.

Mark attended SCLS Tech Days at Monona on Thursday, September 12.

Tonja attended a webinar entitled What's Cooking: Fall 2019 on Wednesday, September 17.

Emma attended a webinar on the Ebook and Publisher National Landscape on Monday, September 16.

V. Equipment and Physical Facilities

The Digital Archiving Lab will be available to the public by early October.

The patron printer has been routinely malfunctioning. Emma is working with Craig at SCLS to find a replacement with a higher tray capacity and print volume.

VI. Administration and Internal Operations

Work continues on the 2020 budget. The minimum amount the City can fund the library to be exempt from the County Library tax in 2020 is \$1,211,701. Per a special agreement between Dane County and the City of Verona that amount can include up to 3/5ths of the amount of debt service payment for 2020.

VII. Marketing and Public Relations

Library event postings were sent to Madison.com, Isthmus, Verona Press, and Chamber of Commerce and promoted in the City e-newsletter. Event posters were delivered to area libraries and posted on bulletin boards at Verona City Hall, Verona Senior Center, and area businesses. Tonja created slides for the website, social media, TV, and self-check machines. Mark created social media posts for Twitter and Facebook. There are currently 13,000+ recipients on the events newsletter email list.

The marketing committee discussed posting more event photos on Facebook, PR for the *Alexander Hamilton* traveling exhibition and Culver's Share Night. We discussed adding collections page to the library website. The school will be contacted with updated information for the VASD Community Education brochure.

VIII. System and Interagency Cooperation

Ronda attended the Circulation Services Subcommittee meeting at SCLS on Tuesday, September 10. Discussion included Bibliovation migration and changes to circulation settings.

Mark participated in the Maker Kit Open House on Friday, September 20 to demonstrate the printing press libraries are able to borrow from SCLS.

Emma attended the Discovery Interface Subcommittee meeting on Wednesday, September 17 at SCLS headquarters.

Mary and Leah met with other local tween/teen-focused librarians to discuss trends, strategies, spaces, and programs for kids in those age groups at the new Waunakee Public Library.

Trudy attended the Verona Area Chamber of Commerce Ambassador meeting and the Cosa Boutique grand opening.

Marissa and Trudy staffed a SCLS library table at the Quilt Expo.

Trudy attended the Beyond the Page Ideas Workshop: Ripple 2021 and Beyond the Page Oversight Committee meeting.

IX. Fundraising

The library has raised \$224,755 for the library endowment fund held at Madison Community Foundation. The 2019 endowment disbursement is being used to fund the exhibit currently on display, *On the Trail of the Monarch Butterfly* and related programs.

Library staff participated in a Culver's Share Night fundraiser on Wednesday, September 18, we have not been notified yet how much money was raised.

An Endowment Donor and Volunteer Appreciation Party will be held on Saturday, September 28, 6:30 – 8:30 p.m.

X. Events, Programs and Exhibits

Kid's Events and Programs:

1000 Books before Kindergarten

14 kids signed up for the 1000 Books program in the past month, bringing the total number of registrants to 2111.

Summer Reading Program

It was another great year for youth summer reading sign-ups! This year we asked 11-year-olds to only sign up for the kids' program, instead of giving them the option of doing either the kids' or teen program, so that skewed the teen number down and the kids' number up. Especially notable is our increases in

finishers. The new dates of the program (all summer, instead of six weeks) may have contributed to the increase. Overall Summer Reading Program registrations = 3280 (3039 in 2018 = 8% increase)

Ages 0 - 2

367 registrations (295 in 2018 = 24% increase)

172 finishers (83 in 2018 = 107% increase)

Ages 3 - 11

2560 registrations (2332 in 2018 = 10% increase)

1014 finishers (838 in 2018 = 21% increase)

Ages 12 - 18

348 registrations (412 in 2018 = 15% decrease)

113 finishers (not counted last year)

Baby Play Time

Fridays, August 30 & September 6, 10:30-11:30 am

Unstructured play and social time for babies and their caregivers. Enjoy books, music, and developmentally appropriate toys. Ages 0-18 months. Baby story time participants have expressed how much they like this option when story time isn't in session.

Attendees: 21, 30

Kindermusik

Monday, August 26, 10:00–10:45 am

The Musical Pathways Foundation presented a demo music and movement class for ages 0 - 5 and accompanying adult.

Attendees: 60

Magic the Gathering Trading Card Game

Wednesday, September 4, 3:45–5:15 pm

Ages 8 – 18. While nobody came to this first gathering, we will continue to promote and offer it for a few months in the hopes that it will catch on.

Attendees: 0

Monarchs and Milkweeds

Saturday, September 7, 1:00-2:00 pm

Families discovered the connection between monarchs and milkweed plants and learned about the monarch's life cycle and annual migration to Mexico. Presented by Marsh Haven Nature Center director, Renee Wahlen.

Attendees: 26

Return to School with Confidence Training

Sunday, September 8, 1:30–2:30 pm or 2:30–3:30 pm

This boot camp focused on returning to school with confidence, how to deal with feelings, and growing strong bodies, strong minds and strong spirits to help kids navigate the tough times in life! Presented by Meghan Skrepenski of Raising STRONG Boot Camps. For ages 5 – 14 with caregiver(s).

Attendees: 24, 36

Tween Dungeons & Dragons

Wednesday, September 11, 3:45–5:15 pm

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

Attendees: 9

STEAM Story Time

Saturday, September 14, 10:00–11:00 am

STEAM-based story time with science and art activities. Geared for ages 4-6. This month's theme was pets, with special guest Dr. Barney Smith of Animal Hospital of Verona.

Attendees: 13

Tweens Craft: Back to School

Monday, September 16, 3:45–5:00 pm

Personalize your own school supplies to snazz up your school year! Ages 8 - 11.

Attendees: 4

Upcoming Kids' Events:

Minecraft Club

Wednesday, September 25, 4:00–5:00 pm

Build in creative mode! Grades 1 - 6. Please register in advance. Community Room.

Mindfulness for Families

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

Laura Zimmer, Verona teacher and creator of Beginner's Mind mindfulness resources for families and classrooms, will lead this workshop about mindfulness. Each family will make a small clear mind jar to take home. Best for kids ages 5 – 11 and adults. Please register in advance. Community Room.

Magic the Gathering Trading Card Game

Wednesday, October 2, 4:00–5:30 pm

Become a planeswalker, summon creatures, and cast powerful spells with Magic the Gathering Trading Card Game! If you are an expert or just starting out, all are welcome to play and learn. The library will have some starter decks or feel free to bring your own. Ages 8 – 18. Community Room.

Tween Dungeons & Dragons

Wednesday, October 9, 4:00–5:30 pm

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

STEAM Story Time

Saturday, October 12, 10:00–11:00 am

Join us for STEAM-based story time with science and art activities. Geared for ages 4 - 6. All are welcome to attend. This month's theme: Rabbits with special guest Emily Makos. No registration. Community Room.

Tweens Craft: Fall Sponge Paintings

Tuesday, October 15, 4:00–4:45 pm

Ages 9 - 11. Registration required. Community Room.

Kids Yoga

Wednesday, October 16, 1:30–2:00 pm

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

Pokémon Club

Wednesday, October 16, 4:00—5:00 pm

Join fellow Pokémon fans 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.

Kids Craft: Fall Luminaries

Monday, October 21, 4:00–4:30 pm

Ages 6 - 8. Please register in advance. Community Room.

Minecraft Club

Wednesday, October 23, 4:00–5:00 pm

Build in creative mode! Grades 1 - 6. Please register in advance. Community Room.

Rockin' Reptiles and Awesome Amphibians

Thursday, October 24, 10:30–11:30 am

Do you know the difference between a reptile and an amphibian? Be a herpetologist and explore hands-on the world of herps! Presented by the National Mississippi River Museum and Aquarium.

Family Movie: Detective Pikachu

Friday, October 25, 10:00–11:45 am

Snacks provided. Rated PG. Community Room.

Costume Dance Party

Tuesday, October 29, 10:00–11:00 am

Wear a costume and boogie to kid-friendly tunes. Geared to ages 0 – 5. Community Room.

Child Development Story Time: Monsters

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

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

Teen Events:**Anime Club**

Thursday, 4:00 – 5:30 p.m.

September 5, Attendees: 8

September 19, Attendees: 7

Activities: watched Anime, played group games, folded Cubeecrafts

Teen Gaming

Thursday, August 29, 4:00 – 5:30 p.m.

Teens played board games, card games, Nintendo Switch games, and old-school games on a Super NES.

Attendees: 5

Teen D&D or Tabletop Games

Thursday, September 12, 4:00 – 5:30 p.m.

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

Attendees: 11

Upcoming Teen Events:

Teen Gaming

Thursday, September 26, 4:00 – 5:30 p.m.

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

Teen D&D or Tabletop Games

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

Fantasy and adventure await in 5th edition Dungeons & Dragons. All skill levels welcome! We'll also have a variety of tabletop games available.

Crafty Monday

Monday, October 14, 3:00 – 8:00 p.m.

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

Teen Escape Room: Ghosts and Monsters

Friday, October 25, 3:00 – 5:00 p.m.

Work together to solve puzzles, find clues, and crack locks to escape adventure games. Teams (individual sign-ups welcome!) of up to 10 will have 25 minutes to escape each room before they are trapped for good.

Haunted Fire Ring

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

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

Adult Classes & Events:

On the Trail of the Monarch Butterfly Traveling Exhibition Opening Reception

Thursday, August 22, 6:00–6:30 pm

Light refreshments were served and complimentary butterfly seed paper bookmarks were available.

Attendees: 50

Dwindling Numbers for an Iconic Insect

Thursday, August 22, 6:30–8:00 pm

Karen Oberhauser, Director of the UW-Madison Arboretum, described the biology of migratory monarch populations, how citizens and scientists are documenting monarch numbers across their migratory cycle and what we can do to help preserve this charismatic insect for generations to come.

Attendees: 41

Printmaking Workshop – Dry Point Etching

Monday, August 26, 6:30-8:00 pm

Learn the art of drypoint etching using upcycled plastic from an ordinary milk jug. Participants will take home a completed printmaking project.

Attendees: 9

Digital Storage

Tuesday, September 3, 6:00–8:00 pm

When it comes to your computer files and digital photos, it is always a good idea to have a backup. In this class, we'll cover the different types of storage, such as, local storage, portable storage options, and cloud storage.

Attendees: 16

Blood Pressure, Blood Sugar, and Fall-Prevention Screenings

Wednesday, September 4, Drop in between 10:00–11:00 am

Fitch-Rona EMS checked blood pressures and blood sugars, and Capitol Physical Therapy provided fall-prevention screenings.

Attendees: 10

Tips for Better Nature Photography

Wednesday, September 4, 6:30–8:30 pm

David Anderson, photographer and instructor from The Camera Company, shared ideas for taking better nature photos. Anderson provided \$5.00 print credit to Wisconsin Prints for attendees.

Attendees: 19

Memory Screening

Thursday, September 5, 3:00–6:00 pm

Joy Schmidt, from the Aging & Disability Resource Center, provided free 20-minute, confidential screenings. Joy said she uses our library as an example in recruiting people for screens since some of her colleagues do not see any people at their events.

Attendees: 6

Film Screening: *Papalotzin—The Flight of the Monarch Butterfly*

Friday, September 6, 1:00–2:00 pm

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

Attendees: 39

Rendever Virtual Reality Tour: Paris in the Middle Ages

Monday, September 9, 10:00–10:30 am

Alasa Wiest, program manager at the Verona Senior Center, guided attendees on a virtual tour of Paris during the Middle Ages.

Attendees: 6

Senior Case Management Outreach

Monday, September 9, Drop in between 1:00–2:00 pm

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

Attendees: 0

The Elusive Nature of Sleep: A Multifaceted Approach to Restoring the Sleep Cycle

Monday, September 9, 6:30–8:00 pm

Rachel Carlson discussed common melatonin disruptors, effective sleep hygiene habits, and how to create your best possible sleeping environment.

Attendees: 22

Importance and Benefits of Native Species and How They Directly Relate to the Monarch Butterfly

Tuesday, September 10, 6:30–7:30 pm

Michelle Stowers, Nursery Ecologist from Agrecol Native Nursery, discussed why native species are vital to the monarch butterfly and how to rear your own caterpillars through metamorphosis. Attendees received complimentary milkweed seeds and a native prairie perennial, asclepias plant, donated by Agrecol Native Nursery.

Attendees: 10

Appy Hour – Movie & Music Apps

Wednesday, September 11, 6:30–8:00 pm

Join us every second Wednesday of the month to learn about useful, fun, and free applications you can download to your smart device. Each meeting will focus on apps related to a particular topic. After that there will be time to ask general questions and learn more about how to use your smart phone or tablet.

Attendees: 2

Stop the Bleed Training

Thursday, September 12, 7:00–8:00 pm

Cancelled by Fitch-Rona EMS. An instructor was not available.

How To Tag a Butterfly

Monday, September 16, 10–11:30 am

Brenna Marsicek, from Madison Audubon taught how to tag monarch butterflies so their path from Wisconsin to Mexico can be tracked. Attendees received complimentary milkweed seeds donated by Madison Audubon and tagged 20 monarch butterflies in Badger Prairie Park.

Attendees: 10

Autumn in the Prairie

Tuesday, September 17, 6:30–7:30 pm

Lars Higdon, Botanist/Naturalist conducted a guided walk through Badger Prairie Park and discussed the importance of natural areas in our urban landscape and identified fall blooming prairie plants, including those that are beneficial to migrating monarch butterflies and other pollinators.

Attendees: 8

Age at Home by Agrace

Wednesday, September 18, Drop-in between 12:00–3:00 pm

Katie Seidel, from Agrace, shared resources that may make life easier and safer for you or your loved one.

Attendees: 4

Bluegrass: A History of an American Art Form with Bill Malone

Thursday, September 19, 6:30–7:30 pm

Bill Malone, a renowned country music historian, author and local radio DJ explored the history of bluegrass and what factors contributed to the development of it in the U.S.

Attendees: 39

NERF or Nothing

Friday, September 20, 6:30 - 8:00 pm

Join us for an indoors, after hours program for adults (ages 18+ only) to play fast-paced, team building games featuring NERF blasters.

Attendees: 18

Papalotzin—The Flight of the Monarch Butterfly – Film Screening

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

Mexican filmmaker and pilot Francisco Gutiérrez documented his 72-day adventure following the monarch butterflies travel from Canada to Mexico. Screen time 60 minutes.

Attendees: 94

“Stained Glass Monarch” Charcoal Drawing

Tuesday, September 24, 6:00–8:30 pm

Explore the fun of drawing with charcoal. Instructor and artist Robert Gorder will provide step-by-step instructions. Take home your masterpiece charcoal drawing, a mat, and a protective sleeve. No drawing experience required. All supplies provided. Registration required. Class size limited to 30 participants.

Attendees: 27

Upcoming Adult Classes and Events:

Books ‘n Booze @ Sugar River Pizza Company

Thursday, September 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'll be discussing *The Hazel Wood* by Melissa Albert.

Coptic Stitch Bookmaking

Monday, September 30, 6:30–8:00 pm

Learn Coptic stitch bookbinding techniques, which originated in 2nd century Egypt. The Coptic stitch is an easy-to-learn non-adhesive bookbinding method that has stood the test of time. Participants will take home a completed project. Taught by Mark Cullen, Reference Librarian. All supplies provided.

Mediterranean Night Cooking Class

Wednesday, October 2, 6:30–8:00 pm

Join Huma Siddiqui, cookbook author and founder of White Jasmine, for a cooking demonstration featuring harissa shrimp and Mediterranean couscous. Enjoy a tasting of all the food prepared. White Jasmine is a local company that offers unique spices and cheeses, recipes, cooking classes, and the TV show *White Jasmine Everyday Cooking*. Cookbooks will be available for sale and signing.

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

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

Come share an evening of absurdity with two nationally-syndicated cartoonists, Leigh Rubin creator of the comic “Rubes®”, and “Wisconsin State Journal” editorial cartoonist Phil Hands. This odd couple will riff on each other’s cartoons and show how the twisted minds of two very different cartoonists work. If you’ve ever wanted to meet a professional smart aleck or a full-time doodler, don’t miss this event.

Rendever Virtual Reality Tour: Mystery Trip

Monday, October 7, 10:00–10:30 am

Virtually tour some famous haunted houses and then decide where to travel next. Alasa Wiest, Program Manager at the Verona Senior Center, will guide you through an immersive 360-degree virtual reality experience. Registration required. Limited to six participants.

English Classes for Adults

Mondays, October 7 – November 25, 6:00–8:00 pm

Participants will learn English communication skills. Free onsite childcare is provided. For more information, please call 608-244-3911. Presented in partnership the Literacy Network.

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

Tuesday, October 8, 6:00–8:30 pm

The Public, tells the story of an act of civil disobedience that turns into a standoff with police when homeless people in Cincinnati take over the public library to seek shelter from the bitter cold. Marcia Kasieta, Executive Director at Badger Prairie Needs Network, will lead a discussion about homelessness and options available in our area following the film screening. The film is rated PG-13.

Basic Fall Home Maintenance

Wednesday, October 9, 6:30–8:00 pm

Learn how to prep your home for the frigid winter months ahead. Adam Weisse, Field Supervisor at Project Home, will give maintenance tips to keep your home safe, healthy, and warm, and avoid problems and costly repairs down the road. Sponsored by MG&E and Summit Credit Union.

Senior Case Management Outreach

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

A case manager, from the Verona Senior Center, will answer questions and provide resources for you or your aging loved one. Information on Medicare, homecare, housing assistance, financial resources, and more will be available.

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

Tuesday, October 22, 6:30–7:30 pm

There are hundreds of genealogy websites that provide access to databases and digital collections as well as various services. Lori Bessler, a genealogy specialist, will provide instruction on evaluating websites, making the most of your web searches, and organizing you online research. Presented in partnership with the Wisconsin Historical Society Speakers Bureau.

Alexander Hamilton: The Historian and Playwright

Wednesday, October 23, 7:00–8:00 pm

John Kaminski, Ph.D., Director at the UW-Madison Center for the Study of the American Constitution, will discuss Hamilton's spectacular rise from obscurity in the West Indies to the heights of power directing the new nation's finances and serving as the leader of one of the two great political parties of the 1790s. Kaminski will also highlight the strengths and shortcomings of Lin-Manuel Miranda play, *Hamilton*. Kaminski's book, *Alexander Hamilton: From Obscurity to Greatness*, will be available for sale and signing.

Learn Hands-Only CPR

Thursday, October 24, 6:30–8:30 pm

Did you know that 70 percent of out-of-hospital cardiac arrests happen in homes? Statistically speaking, if you're called on to give CPR in an emergency, you'll most likely be trying to save the life of someone you love. In as little as 15 minutes, Fitch-Rona EMS paramedics will teach you how to do hands-only CPR and use an automated external defibrillator. Registration required. Class size limited to 10 participants.

Ouija Board Screen Printing

Monday, October 28, 6:30–8:00 pm

Participants will receive guided instruction to print a shirt featuring vintage and on-so-spooky Ouija Board graphics. Bring a T-shirt to print, or use one of our available T-shirts. All supplies provided. Taught by Mark Cullen, Reference Librarian. All supplies provided. Registration required. Class size limited to 16 participants.

Getting to Know Medicare

Tuesday, October 29, 6:30–8:00 pm

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

First Words, First Draft--First Book

Wednesday, October 30, 6:30–7:30 pm

Come join the writing team of Peggy Williams and Mary Joy Johnson for a discussion about how to get started on your novel or memoir and what to do once the first draft is completed. The authors will speak from their experience writing two mystery novels under the pen name of M J Williams, *On the Road to Death's Door* and *On the Road to Where the Bells Toll*, as well as Peggy's work-in-progress, an historical novel set in 17th century France. Books will be available for sale and signing. Sponsored by the Friends of the Verona Public Library

Exhibits:

***Alexander Hamilton* Traveling Exhibition**

October 22 – November 19, 2019

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

***Immigration: An American Story* Traveling Exhibition**

February 13 – March 12, 2020

This exhibition presents documents, maps, and images to tell select stories of those who came to America, some by coercion and others by choice in search of a better future for themselves and later generations.

***Faces of Railroading: Railroads and the Making of Madison and Dane County* Traveling Exhibition**

March 16 – April 10, 2020

This exhibit looks at the historic role railroad workers have played in Dane County through compelling images of the past and present. In addition, the exhibit explores the changing geography of Madison in relation to the railroad. The Center for Railroad Photography & Art (www.railphoto-art.org) and the Verona Public Library have collaborated to present this exhibition.

XI. Outreach

Outreach story times:

Total daycare story time presentations: 8

Total Sensory Friendly story times: 2

Dinosaur Story Time at Willow Pointe

Tuesday, September 3, 10:30 – 11:00 am

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

Attendees: 37

Senior Center Book Group

Wednesday, September 11, 12:30 – 1:30 pm

The group discussed *Flight Behavior* by Barbara Kingsolver as a tie in to the On the Trail of the Monarch Butterfly exhibit. One new member attended.

Attendees: 7

Eplegaarden Story Time

Friday, September 13, 10:30 – 11:00 am

Outreach story time at Eplegaarden in Fitchburg. Attendees also checked out books at the end of story time.

Attendees: 42

Four Winds Book Group

Monday, September 16, 2:00 – 3:00 pm

The residents discussed *The Unlikely Pilgrimage of Harold Fry* by Rachel Joyce.

Attendees: 5

Badger Prairie Needs Network, Kids' Room

Thursdays, August 29 and September 5 and 12, 2:30 – 4:00 pm

Crafts and stories at the Kids' Room at BPNN.

Attendees: 3, 2, 2

Book Bike Events

Book bike events have wrapped up for the year. Over the course of the summer, we checked out approximately 600 books and did 15 new library cards.

August 22, 4:00 – 6:00 pm, The Goddard School, attendees: 87

August 27, 3:00 – 5:30 pm, Verona Artists and Farmers Market, attendees: 35

September 18, 5:00 – 7:00 pm, Culver's Fundraiser Night, attendees: 59

Prairie Oaks Book Group

Tuesday, September 24, 1:00 – 2:00 pm

The group will be reading *Skinny Dip* by Carl Hiaasen.

Attendees: 6

Upcoming Outreach Events

Eplegaarden Story Time

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

Outreach story times at the Eplegaarden in Fitchburg.

Verona Fall Fest

Friday, September 27, 4:00 – 8:00 pm

The library will have a table and activity at the Chamber of Commerce's annual Fall Fest.

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

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

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

Senior Center Book Group

Wednesday, October 9, 12:30 – 1:30 pm

The group will be reading *All Creatures Great and Small* by James Herriot.

Stoner Prairie Nakoma Heights Club

Wednesday, October 9, 4:00 – 5:00 pm

Books for checkout at this afterschool program.

VASD Pre-K Screening

Wednesday, October 16, 3:00 – 5:00 p.m.

Books and library information at district screenings for pre-k students.

Four Winds Book Group

Monday, October 21, 2:00 – 3:00 pm

The residents will discuss *The Aviator's Wife* by Melanie Benjamin.

Badger Prairie Needs Network, Kids' Room

Thursdays, 2:30 – 4:00 pm

Sensory Friendly Story Time

Fridays, 9:15 am

Verona Public Library
Meeting Room Use Policy

I. Introduction

The Verona Public Library, in accordance with its mission to enrich lives and build community by providing opportunities to discover, connect, learn, and enjoy, offers space for community meetings, programs, or events of an educational, cultural, or civic nature.

Meeting rooms are intended primarily for library, library-affiliated or library-sponsored/co-sponsored meetings, programs, or events. However, meeting rooms are also a community asset, and the Library Board of Trustees wishes to encourage their use by area community groups when not in use for library functions. Requests are considered in the following order:

1. City of Verona governmental units
2. Community non-profit educational, cultural, or civic organizations
3. Dane County, State of Wisconsin, and United States governmental units
4. All other individuals, organizations or groups that meet the use requirements set forth in this policy.

To ensure the rooms are available to all members of our community and to ensure they remain clean and functional, the Verona Public Library Board of Trustees sets forth the following rules governing the use of the library meeting rooms.

II. Definition and Description of Rooms Available

The library has two (2) meeting rooms. The library defines a meeting as a group with more than eight (8) people in attendance.

- (A) Community Room has a standing capacity of 182 people. With tables and chairs the room will seat 100 people or 50 people on each side.
 - a. Along with tables and chairs, the following items are available for use in this space: lectern, movie-screen-sized white board, flat panel TV, Blu-Ray player, wireless Internet access, overhead projector, microphone and amplification system, Hear Loop, and kitchenette with refrigerator-and microwave.
 - b. This room can be used in whole or parceled into two separate rooms referred to as A or B. When separated, A holds 99 people and B holds 83 people. When the room is divided, side A has access to the audio visual equipment and side B has access to the kitchenette.
- (B) Conference Room seats 16 people with tables and chairs and contains a whiteboard and overhead projector.

III. Reservation of Rooms and Hours Available

- (A) Meeting rooms require a reservation before use.
- (B) Reservations may be made up to two (2) months in advance in person, via email, or over the telephone.
- (C) Walk in reservations are acceptable.
- (D) Responsibility for the room lies with the patron who reserves the room. Registering to use a meeting room confirms that the Responsible Party has read, understands, and accepts the Meeting Room Use Policy and also consents agreement to pay the library all monetary compensation due to damage, additional custodial services, or any other billable reason stated in this policy.

- (E) A person must be at least 18 years of age to reserve a meeting room. Any minors occupying a meeting room must have adequate adult supervision.
- (F) An organization or group may reserve a meeting room no more than 20 times in a calendar year. The only exceptions will be for meetings of City of Verona governmental units.
- (G) Groups and organizations may not schedule several alternative meeting times. The time and date of each meeting must be firm when a room is booked.
- (H) The meeting rooms are available during the library's regularly scheduled hours of operation. All groups must be out of the rooms fifteen (15) minutes prior to closing time. The only exceptions will be for meetings of City of Verona governmental units. The library may permit a group or organization to arrive up to one (1) hour prior to the library's regular hours of operation, provided there is library staff available.
- (I) In the event of severe weather, the library retains the right to cancel or limit the time a group or organization has reserved for meeting room use. If possible, the library will attempt to contact the Responsible Party in advance of severe weather cancellations.

IV. Rules of Use

- (A) Businesses may use the meeting rooms for not-for-profit activities.
 1. Meetings, programs, or events with the intent to make money or for which payment is required for attendance, or any form of solicitation is made for potential clients, products or services, or the future sales of commercial products or services, are prohibited.
 2. Use of meeting rooms as a place to conduct regular business or as a place to hold office hours is also prohibited.
- (B) Only library or governmental unit-affiliated, -sponsored, or co-sponsored meetings, programs, or events may involve monetary solicitation, sale of items, or fundraising activities.
- ~~(C) Civic organizations, including political organizations, may use the meeting rooms for informational programs that present all points of view. Political rallies or events that promote a particular political candidate are prohibited.~~
- (D) Meeting rooms may be reserved and used by residents of the South Central Library System area and by residents of other counties that provide funding to the Verona Public Library. The only exception is for meetings, programs, or events affiliated with, or sponsored/co-sponsored by the library or a governmental unit.
- (E) Gatherings must be open to the public.
- (F) Events of a strictly social nature such as parties, weddings, bridal or baby showers, etc. are not permitted.
- (G) Groups or organizations holding any function at the library must be prepared to provide and pay for qualified ADA interpreters or other accommodations if requested to do so. The library is not responsible for providing an interpreter or other accommodations for groups using the library's meeting room space.
- (H) Meetings or programs that would interfere with the library's operation by causing excessive noise, a safety hazard, or security risk are prohibited. The library retains the right to stop meetings or programs that were approved but are disruptive in the same manner.
- (I) Groups or organizations using meeting rooms must comply with all library policies. Failure to do so will result in suspension or termination of an individual's meeting room privileges.
- (J) Use of a meeting room by any group or organization does not in any way constitute an endorsement by the library of the group or organization, its activities, or of the ideas and opinions expressed during the course of meetings or programs held at the library.
- (K) Publicity generated by a group or organization for a meeting, program, or event in a library meeting room may recite the library name, address, and appropriate room designation. Publicity

may not identify or imply the library as a sponsor. The library's mailing address or phone number shall not be used as a contact information.

- (L) A sign advertising a meeting or program not sponsored by the library may be placed on the public bulletin board in the library vestibule. Any items elsewhere on the library's property will be removed and destroyed.

V. Additional Rules and Conditions

- (A) Users are responsible for the setup and take-down of tables and chairs within the scheduled time for the meeting. Library staff is not available to assist. Furniture may not be moved into or out of meeting rooms. All rooms must be restored to their original order and all equipment returned to the front desk. Excessive trash must be disposed of in the dumpster. Tables must be wiped down. Cleaning products are available in the Community Room kitchenette.
- (B) Fire and emergency exits shall not be blocked by furniture or other equipment.
- (C) No decorations, wall hangings, presentation materials, or any other items may be taped, stapled, glued, or in any way fastened to walls, ceilings or fixtures.
- (D) The library will not provide storage space for groups or individuals using the meeting rooms. Materials and equipment brought into the meeting rooms for use by a group are the responsibility of the group. The library is not responsible or liable for lost, stolen, or damaged personal materials or equipment left in meeting rooms. Items left behind may be placed in the lost and found.
- (E) Except in emergencies, the library staff will not accept calls or relay messages to people attending meetings.
- (F) Refreshments may be served in the Community Room and the Conference Room. Use of slow cookers or roaster ovens is permitted but must not be left unattended. Use of candles, other open flames, hotplates, electric griddles, or other direct heat sources is prohibited. The library does not provide plates, cups, utensils, etc.

VI. Charges and Fees

- (A) Use of library meeting rooms is free of charge.
- (B) If the room is damaged beyond normal wear and tear, or if library equipment is missing after a group has used the room, the library will bill the Responsible Party for repair or replacement costs. The library is the sole determinant of whether damaged furnishings or equipment can be repaired or must be replaced. The library will make all arrangements for repairs to walls, floors, furniture, etc.

This policy replaces any previous policy regarding the library meeting rooms.

Adopted April 1, 2009

Revised July 1, 2009

Revised June 3, 2015

Revised March 1, 2017

Revised June 29, 2018

Verona Public Library Public Behavior Policy

I. Purpose of Policy

The purpose of this policy, adopted by the Verona Public Library Board of Trustees in accordance with Wisconsin Statute 43.52(2), is to establish rules and regulate the use of the library so everyone can share its resources in a clean, safe, and welcoming environment.

II. Definitions and Guidelines

- A. These behavior rules apply to the facility, grounds, and parking lot of the Verona Public Library and to all persons in or on the premises.
- B. Persons violating these rules may be asked by any staff member to alter their behavior or to leave the premises. Any library staff member may bar a patron in violation of this policy from using the library for up to one day. Staff will submit a brief written report of the behavior to the Library Director. Any illegal activity will be reported to law enforcement immediately.
- C. If warranted, the Library Director or their designee may bar the patron from using the library for a further amount of time. Official written notice barring the patron from using the library will be sent to the last known address of the patron when possible.
- D. Patrons may appeal the decision of the Library Director to the Verona Public Library Board of Trustees. Upon receipt of the appeal, discussion will be scheduled on the agenda of the next regularly scheduled meeting of the Library Board of Trustees. Their decision will be final.
- E. Persons on library premises while they are barred will be criminally trespassing and law enforcement will be notified. An exception will be made for a patron attending the Library Board of Trustees meeting in which their appeal is being discussed.

III. Behavior Rules

The rights of individuals to use the library should not be abridged or denied. To guarantee these rights for all persons, no library patron shall engage in the following prohibited behaviors:

1. Committing or attempting to commit any activity that would constitute a violation of any federal, state, or local criminal statute or ordinance including theft of library items.
2. Directing a specific threat of physical harm against an individual, group of individuals, or property.
3. Engaging in sexual contact, activities, or conduct.
4. Being in a state of intoxication that causes a public disturbance.
5. Damaging or defacing public property.

6. Smoking of any kind, including use of tobacco or e-cigarette products.
7. Bringing firearms and weapons or facsimiles thereof on to the library premises is prohibited by the City of Verona Code of Ordinances Sec. 11-2-2.
8. Engaging in conduct that disrupts or interferes with the normal operation of the library or disturbs library staff or patrons.
9. Engaging in any behavior that a reasonable person would find to be disruptive, harassing, or threatening in nature to library users or staff including stalking, prolonged staring at or following another with the intent to annoy or disturb.
10. Entering non-public areas of the library without permission.
11. Refusing to follow the reasonable directions of library staff.
12. Selling, soliciting, petitioning, distribution of materials for any purpose is prohibited. Citizens seeking nomination for public office may solicit signatures outside of the library facility so long as they do not interfere with or impede access to the library facility or parking lot.
13. Consuming food or drink that creates a nuisance because of odor or mess.
14. Bringing animals into the library, with the exception of service animals and service animal trainees, unless part of a library event. Emotional support or companion animals are not allowed in inside the library.
15. Leaving an animal tethered and unattended on the library premises.
16. Sleeping in the library for an extended period of time (more than 15 minutes) or that creates a disturbance.
17. Leaving one or more children under the age of 8 unsupervised or unattended in or on the library premises (see the Child Safety Policy).
18. Not wearing shoes or shirt within the library.
19. Disturbing others because of offensive body odor or strongly scented personal products.
20. Bathing, shaving, and other personal grooming activities.

This policy replaces any previous policy regarding behavior in the library.

Adopted December 1, 2010.

Revised November 2, 2011.

Reviewed March 7, 2012.

Revised March 6, 2013.

Revised March 5, 2014

Verona Public Library Public Behavior Policy

I. Purpose of Policy

~~II. Definitions and Scope~~

~~III. Behavior Rules~~

~~IV. Additional Rules~~

I. Purpose of Policy

~~Pursuant to Section 43.52(2) of the Wisconsin Statutes, the Verona Public Library Board of Trustees adopts this Verona Public Library Behavior Policy in order to regulate the use of the library. The purpose of the Policy is to protect the rights and safety of library patrons and staff members; to preserve and protect the library's materials, facilities, and property; and to maintain order in the library to render its use most beneficial to the greatest number.~~

II. Definitions and Scope

~~(A) These behavior rules shall apply to interior, exterior, and all grounds controlled and operated by the Verona Public Library (hereafter referred to as "Premises") and to all persons entering in or on the Premises.~~

~~(B) Listed below are the library's behavior rules. The purpose of this policy, adopted by the Verona Public Library Board of Trustees in accordance with Wisconsin Statute 43.52(2), is to establish rules and regulate the use of the library so everyone can share its resources in a clean, safe, and welcoming environment.~~

II. Definitions and Guidelines

A. These behavior rules apply to the facility, grounds, and parking lot of the Verona Public Library and to all persons in or on the premises.

B. Persons violating these rules may be asked by any staff member to alter their behavior or to leave the Premises and be excluded premises. Any library staff member may bar a patron in violation of this policy from using the library for up to one week by any library staff member. Such exclusionsday. Staff will be forwardedsubmit a brief written report of the behavior to the Library Director for review. Adjustment of the exclusion or further exclusion. Any illegal activity will be reported to law enforcement immediately.

C. If warranted, the Library Director or their designee may bar the patron from using the library for a periodfurther amount of time within the guidelines below will be made by the official ruling of the Library Director. Official written notice of an exclusionbarring the patron from using the library will be sent to the last known address of the violatorpatron when possible.

D. (C) Patrons may appeal the decision of the Library Director to the Verona Public Library Board of Trustees. An appeal must be made in writing and delivered to the Library Director within 30 days of issuance. Upon receipt of the written

appeal, discussion ~~of the appeal~~ will be scheduled on the agenda of the next regularly scheduled meeting of the Library Board of Trustees. ~~Its~~Their decision will be final.

~~E. (D)~~ Persons on library ~~Premises during a period of exclusion~~premises while they are barred will be criminally trespassing, and law enforcement will be notified. An exception will be made for ~~an excluded person to attend~~a patron attending the Library Board of Trustees meeting in which ~~his or her~~their appeal is being discussed.

III. Behavior Rules

~~(A) Any person who violates the rules in this section will be excluded from using the library for up to three (3) years without first being given a warning. The incident will be reported to the appropriate law enforcement agency.~~

The rights of individuals to use the library should not be abridged or denied. To guarantee these rights for all persons, no library patron shall engage in the following prohibited behaviors:

1. Committing or attempting to commit any activity that would constitute a violation of any federal, state, or local criminal statute or ordinance. ~~This includes including~~ theft of library items.
2. Directing a specific threat of physical harm against an individual, group of individuals, or property.
- ~~3. Engaging in sexual conduct, as defined under Section 944.21(2)(e) of the Wisconsin State Statutes, or engaging in sexual contact, as defined under Section 939.22(34) of the Wisconsin Statutes. This includes, but is not limited to, the physical manipulation or touching of a person's sex organs through a person's clothing in an act of apparent sexual stimulation or gratification.~~
- ~~4. Being under the influence of any controlled substance or intoxicating liquor. Controlled substance is defined under Section 961.01(4) of the Wisconsin State Statutes.~~
- ~~5. Possessing, selling, distributing, or consuming any alcoholic beverage, except as allowed at a library approved event.~~
- ~~3. (B) Any person who violates the rules in this section may be given up to one (1) warning at the discretion of library staff. Then the person will be asked to leave the Premises and be excluded from using the library for at least that day and up to one (1) week by any library staff member and possibly up to one (1) year upon official ruling of the Library Director. Engaging in sexual contact, activities, or conduct.~~
- ~~4. Being in a state of intoxication that causes a public disturbance.~~
- ~~5. Damaging or defacing public property.~~
- ~~6. Smoking of any kind, including use of tobacco or e-cigarette products.~~
- ~~7. Bringing firearms and weapons or facsimiles thereof on to the library premises is prohibited by the City of Verona Code of Ordinances Sec. 11-2-2.~~
- ~~1-8. Engaging in conduct that disrupts or interferes with the normal operation of the library or disturbs library staff or patrons, including but not limited to conduct that involves the use of abusive or threatening language or gestures; conduct that creates unreasonable noise; conduct that consists of loud or~~

- boisterous physical behavior or talking; or behavior that a reasonable person would find to be disruptive, harassing, or threatening in nature, including stalking, prolonged staring, or following another with the intent to annoy.
- ~~2. Using library materials, equipment, furniture, fixtures, or building and grounds in a manner inconsistent with the customary use thereof; or in a destructive, abusive, or potentially damaging manner; or in a manner likely to cause personal injury to the actor or others. This includes running in the library.~~
9. Disobeying the reasonable direction of a Engaging in any behavior that a reasonable person would find to be disruptive, harassing, or threatening in nature to library users or staff including stalking, prolonged staring at or following another with the intent to annoy or disturb.
10. Entering non-public areas of the library without permission.
- ~~3.11. Refusing to follow the reasonable directions of library staff member.~~
- ~~4.12. Only the Verona Public Library or the Friends of the Library, with approval of the Verona Public Library, may solicit, petition, or distribute written materials on the Premises. All forms of solicitation Selling, soliciting, petitioning, distribution of materials, ~~canvassing or similar activities~~ for any purpose is prohibited on the Premises. Notwithstanding the preceding sentences, because the Verona Public Library is part of the non-partisan political fabric of the community, Citizens seeking nomination for public office ~~as outlined in Chapter 8 of the Wisconsin Statutes~~ may solicit signatures outside of the library facility so long as ~~the solicitation does not unreasonably~~ they do not interfere with or impede access to the library facility or ~~the library~~ parking lot. ~~The citizen seeking nomination for public office is prohibited from distributing materials relating to his or her political views, party, or platform on the Premises.~~~~
- ~~5. Leaving personal belongings unattended or placing oneself, personal belongings, or objects, including but not limited to bicycles, skateboards, or backpacks on or against the building, furniture, equipment, or fixtures in a manner that interferes with library staff or patron use of the library facility.~~
- ~~6. Operating roller skates, inline skates, skateboards, or other similar devices in the library building.~~
- ~~7. Parking vehicles on library Premises for purposes other than library use. Vehicles parked in violation of this rule may be towed at the owner's expense.~~
- ~~8. Smoking or other use of tobacco on library Premises.~~
- 9.13. Consuming food or drink that creates a nuisance because of odor, garbage, or spills. Non-alcoholic beverages in closed containers and small amounts of snack foods are allowed. No food or drink of any kind is allowed inside the Computer Lab, or mess.
14. Bringing animals inside into the library ~~building~~ (, with the exception of service animals, see Sec. III. (D) 3.), ~~except as allowed at~~ and service animal trainees, unless part of a library-approved event. Emotional support or leaving companion animals are not allowed in inside the library.
15. Leaving an animal tethered and unattended on the library ~~Premises are in~~ violation of City of Verona Ordinance 7-1-10. Additionally, the police will be called if premises.
- ~~10.16. Sleeping in the library for an animal is left in a vehicle on a hot day. The responding police officer will determine whether City of Verona Ordinance 7-1-~~

~~16(a) has been violated. extended period of time (more than 15 minutes) or that creates a disturbance.~~

- ~~11. Violating the library's *Public Computer Use Policy* which is posted in the Computer Lab and on the library website.~~
- ~~12. Bringing firearms and weapons as stipulated in the City of Verona Code of Ordinances Sec. 11-2-2 or facsimiles thereof, on to the library Premises, except as allowed at a library approved event, is prohibited.~~

~~(C) Any person who violates the rules in this section may be given up to two (2) warnings at the discretion of library staff. Then the person will be asked to leave the Premises and be excluded from using the library for at least that day and up to one (1) week by any library staff member and possibly up to six (6) months upon official ruling of the Library Director.~~

- ~~1. Entering staff workspace without approval of a member of the library staff.~~
- ~~2. Loitering or sleeping in or on the library Premises, except as allowed at a library approved event such as a library sleepover.~~
- ~~3. Improperly using library restrooms, including but not limited to bathing, shaving, washing hair, and changing clothes.~~
- ~~4. Using personal electronic equipment in a manner or volume that disturbs others, including but not limited to mobile phones, smart phones, laptops, and head phones.~~
- ~~5. 17. Leaving one or more children under the age of 8, who reasonably appear to be unsupervised or unattended, anywhere in or on the library Premises premises (see the Child Safety Policy for more detail). Additionally, the library recognizes that parenting is challenging. However, parenting that is disruptive or may reasonably be construed as abuse will not be tolerated. Law enforcement will be notified if abuse is suspected. —).~~
- ~~6. Inappropriate displays of public affection.~~

~~(D) Any person who violates rules in this section will be excluded from the Premises until the problem is corrected.~~

- ~~1. 18. Entering Not wearing shoes or shirt within the library building with bare feet or bare chest.~~
- ~~2. 19. Disturbing others because of offensive body odor or perfume strongly scented personal products.~~
- ~~3. Improper handling or behavior of a service animal. Service animals must be trained to provide a specific service for the handler of the animal. A service animal must be tethered and controlled by the handler. If a service animal barks, lunges, misbehaves, urinates, or defecates in the library, library staff can ask that the animal be removed from the building. Library staff may not ask about the disability of the person with the animal. Instead they should ask:
 - ~~a. Is that a service animal?~~
 - ~~b. What specific services, tasks, or work has the animal been trained to perform for you?~~~~

~~Unless the animal has been trained to do a specific task, service, or work for the handler, library staff can ask that the animal be removed from the building. Training for a specific task, job, or service is the key component to the distinction of a service animal. The mere presence or existence of the animal as a crime deterrent and/or the~~

~~provision of emotional support, well-being, comfort, or companionship does not constitute training for work or tasks under the Americans with Disabilities Act.~~

~~**Note: If it is determined that a service animal be removed from the building, the individual with a disability who uses the service animal should be given the option of continuing to enjoy the library without having the service animal on the Premises.**~~

IV.—Additional Rules

~~(A) Requests for staff to share their knowledge of a patron being in the building will be denied. If possible, library staff will take down the requestor's name and phone number and pass that information on to the patron. The patron can then call that person back if he or she wishes.~~

~~20. (B) Paging patrons will not be done except in extreme emergency. Bathing, shaving, and other personal grooming activities.~~

This policy replaces any previous policy regarding behavior in the library.

Adopted December 1, 2010.

Revised November 2, 2011.

Reviewed March 7, 2012.

Revised March 6, 2013.

Revised March 5, 2014.