

AGENDA

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

**Wednesday, October 5, 2022, 6:30 p.m.
Library Community Room**

Call to order

- Approval of the Regular Meeting Minutes of 9/7/22
- Review and approval of September 2022 invoices
- Public Comments
- City Council Liaison's report
- Library Director's report
- Old Business
 1. Discussion and possible action regarding the 2023 budget
- New Business
 1. Discussion and possible action regarding the 2023 Library Hours of Operation and Planned Closures
 2. Discussion of library safety procedures

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

Wednesday, September 7, 2022, 6:30 p.m.

Present: Bunck, Burkart, Conwell, Cronin, Hopp, Safarik, Voss

Absent: Spencer

Call to order:

Hopp called the meeting to order at 6:34 pm.

Approval of Minutes:

A motion was made by Voss, seconded by Conwell to approve the Regular Meeting Minutes of 8/3/22. Motion carried.

Review and Approval of Invoices:

Updates: Refrigerator was replaced in the staff breakroom. Using fridge filter vs. bottled water, so added cost will balance in 6 months.

New lapel and handheld mics and a new projector were purchased for the community room.

With inflation, bills have remained stable.

A motion was made by Conwell, seconded by Bunck to approve the August 2022 invoices. Motion carried.

Public Comments:

None

City Council Liaison Report:

Cronin gave an update on the New Century School building; City will have a short-term tenant (part of the construction team) in that building over the winter.

A proposal came before the Planning Commission and was submitted for approval for an assisted living and memory care facility near the high school with 45 units. The company has located similar facilities near schools with no issues. Traffic congestion is likely minimal and possible noise from sporting events was discussed.

COVID-19 boosters are becoming more widely available and recommended (ages 12+) for those at least 2 months past their last booster.

Library Director's Report:

Tonja Lepien, a long-time part-time employee, has accepted the Head of Reference position. Congratulations! Bunck suggested further discussion of implementing a Critical Incident Plan and Policy. This topic will be added to the October agenda.

Old Business:

Discussion of the 2023 budget: The board discussed the 2023 library budget including wish lists, carpet projections for this and next budget, and flat roof replacement in two areas. A lactation pod remains an area of interest. The board will review the final budget proposal in October, and the budget will go before the city in November.

New Business:

Burkart explained the process of staff additions/elimination/adjustments for new and curious board members.

Adjournment:

A motion was made by Voss, seconded by Safarik to adjourn. Motion carried.

Meeting was adjourned at 7:22 pm. Next meeting will be held on October 5th at 6:30 pm.

Library board approved:

2023 Library Hours of Operation and Planned Closures

Regular library hours, except where noted below:

Monday – Thursday: 9:00 am to 9:00 pm

Friday: 9:00 am to 6:00 pm

Saturday: 9:00 am to 4:00 pm

Sunday: 1:00 pm to 5:00 pm

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

Sunday, January 1: Closed for New Year's holiday

Monday, January 2: Closed for New Year's holiday

Monday, January 16: Closed for Martin Luther King Jr. Day

Friday, February 3: Closed from 9:00am - 12:00pm for staff in-service

Sunday, April 9: Closed

Friday, May 5: Closed from 9:00am - 12:00pm for staff in-service Closed for staff in-service

Sunday, May 28: Closed for Memorial Day holiday

Monday, May 29: Closed for Memorial Day holiday

Tuesday, July 4: Closed for July 4 holiday

Sunday, September 3: Closed for Labor Day holiday

Monday, September 4: Closed for Labor Day holiday

Friday, October 13: Closed for staff in-service

Wednesday, November 22: Close early at 6:00 pm

Thursday, November 23: Closed for Thanksgiving Day holiday

Friday, November 24: Closed for Thanksgiving Day holiday

Saturday, December 23: Closed for Christmas holiday

Sunday, December 24: Closed for Christmas holiday

Monday, December 25: Closed for Christmas holiday

Sunday, December 31: Closed for New Year's holiday

Monday, January 1, 2024: Closed for New Year's holiday

Library board approved -

VERONA PUBLIC LIBRARY
DIRECTOR'S REPORT
September 2022

I. Collection Development

Number of items added and deleted in August 2022.

| Item Type | Added | Deleted |
|--------------------|--------------|----------------|
| Books | 1139 | 525 |
| Audio | 46 | 7 |
| Software | 9 | 1 |
| Video/DVD | 59 | 6 |
| Other (kits, etc.) | 3 | 0 |
| Magazines | 146 | 91 |
| TOTAL | 1402 | 630 |
| YTD | 8925 | 5637 |

Tonja weeded the Large Print collection this month.

II. Circulation

August Circulation Statistics

| | |
|--------------------------|---------|
| Self-check-outs | 38,132 |
| Total check-outs | 55,184 |
| Self-check-outs vs. desk | 87.19% |
| May 2021 vs. May 2022 | + 8.19% |
| Check-ins | 43,095 |
| Library cards added | 206 |
| Holds placed | 13,389 |

III. Reference

Statistics, August 26 – September 22:

| | |
|------------------------------------|-------------|
| Adult Reference Questions: | 806 |
| Children's Reference Questions: | 535 |
| Directional Questions: | 224 |
| Test Proctoring: | 3 exams |
| Outer Library Loans: | 27 requests |
| One-on-One Technology Instruction: | 91 |
| Personal Archiving Lab Sessions: | 0 |
| Computer Use: | 477 |
| Meeting Room Use: | 290 |
| Library Visits: | 12,599 |

Social Media & Email Engagement:

Facebook: 4,556 followers, 85 posts/events

Twitter: 1,782 followers, 0 tweets

Instagram: 1,369 followers, 3 posts/reels/stories

Events Newsletter: 10,247 recipients

IV. Personnel and Staff Development

Library staff members attended a mandatory city employee anti-harassment and retaliation training offered on two dates in September.

Tonja Lepien accepted the head of reference position and started on September 19. The open part-time reference librarian position is posted for internal candidates through September 29.

Library Page Kathryn Plitt resigned her position and her last day is October 1.

Mark and Abby attended the 2022 Tech Trends seminar.

Tonja attended the webinar Librarianship and DEI webinar which focused on library professionals and paraprofessionals of color and their specific approaches to DEI in libraries and in library recruitment.

Jess attended two Wisconsin Science Week webinars: *Creating Canva Images for Librarians* and *Future Tech Trends for 2023 and How They'll Affect Libraries*.

The library will be closed from 9:00-noon on October 14 for a staff training day. Fitchrona EMS will be conducting training on basic CPR, AED, and Narcan for library staff.

Open positions:

Reference Librarian (part-time): position posted internally

Administrative Assistant (part-time): open

Library Page I: open as of Oct 2

[Library Assistant (part-time), held unfilled, position changes proposed in 2023 budget]

[2 Library Pages (part-time), held unfilled, position changes proposed in 2023 budget]

V. Equipment and Physical Facilities

Lengthy internet outages on September 7 and September 20 likely affected the computer use count for this month.

The center of the library is scheduled to be re-carpeting on October 24-28. If possible, we will also try and have the new front doors installed the same week. The library may need to close for 1-2 days while this work is being done. The computer lab will not be available for some of the week, however patrons will still be able to check out laptops for in-library use.

The new "new book" display shelves are scheduled to arrive the week of October 31.

The new Envisionware self-check machine is scheduled to be installed on October 19. This unit will be located in the children's area and it has all the same features as our current brand of self-check stations.

VI. Administration and Internal Operations

We had 18 out of about 40 regular volunteers stop by for a cream puff at our Volunteer Appreciation Day on Monday, August 29.

VII. Marketing and Public Relations

Abby created:

- 41 Facebook graphics
- 28 bookmarks/flyers/signs
- 41 slides for the TV
- 17 webliders

Katie created book displays for Books about Wisconsin; *Fall into a new series* and *Cook like a Pro*.

Jenny made a book display for Banned Book Week. It's been very well received with a number of positive patron comments and patrons taking pictures of the display.

VIII. System and Interagency Cooperation

Ronda attended the SCLS Circulation Services Subcommittee. Discussion included, review of extending hold expiration dates and lost item workflow.

IX. Fundraising

Nothing to report

X. Events, Programs and Exhibits

Kid's Events and Programs:

1000 Books before Kindergarten

10 kids were registered this month, bringing the total number of registrants to 2366.

Summer Reading Program

1844 kids registered for the summer reading program this year. That number is up slightly from the 1755 participants in 2021 but not back to the pre-pandemic levels. In 2019, we had 2927 children participate.

Participants, ages 0 – 5: 510

Participants, ages 5 – 11: 1324

Minutes read: 1,894,069

Gift Card with the most adult entries: Kismet Books

Prize with the most teen entries: Beats Buds

Prize with the most school-age entries: \$50 Save the Manatee Donation plus Squishmallow Manatee

Prize with the most pre-reader entries: Madison Children's Museum Family Membership for Four

Participants ages 0 - 18 who earned a badge for sending a caring message to someone: 1392

Music & Movement Story Time

Tuesday, September 6, 10:30 am

Join us for singing, dancing, instruments, and stories in this active story time for children and their caregivers. Ages 1-5.

Attendees: 29

Pokemon Club

Thursday, September 8, 4 – 5 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.

Attendees: 22

Virtual The Day the Crayons Quit Story Time

Tuesday, September 13, 9:30 am

Enjoy stories, songs, and activities about The Day the Crayons Quit by Drew Daywalt!

Attendees: 21 one-minute views

Toddler Art and Play

Tuesday, September 20, 10 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: 75

Family Art

Thursday, September 22, 4 – 5 pm

Kids and their caregivers can get creative together with a different art project each month. In September we will create portraits using oil pastels. Oil pastels are permanent so dress appropriately. Geared towards ages 6-9 with their adult. Adults can attend with more than one child, but children cannot attend alone.

Attendees: 20

Child Development Story Time: Apples

Friday, September 23, 9:30 am

Join a member of CI Pediatric Therapy Centers' staff for an interactive story time of books, songs, movement, crafts and fun! Activities will be geared towards 2-5 year olds, but all ages are welcome!

Attendees: 31

Water Filter Activities

Saturday, September 24, 2:00 -3:00 pm

What's really in your water? Learn about water resources in our area and do fun STEM activities about water quality and filtration. Presented by AECOM, the City Engineer for the City of Verona. Ages 7 - 10.

Attendees: 20

Early Reader Book Club

Tuesday, September 27, 4:00 – 4:30 pm

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

Attendees: 13

Upcoming Kids' Events

Fall Story Times

Indoor Story Time

September 6 – October 13, in the library community room. (Registration required)

Baby Story Time: Fridays at 10:30 am

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, starting September 22.

Build communication & friendship skills in a supportive environment. Story time features a visual schedule, yoga, and more. For ages 3-5. (No registration required)

Outdoor Story Time

Thursdays at 10:30 am (No registration required)

Minecraft Club

Thursday, September 29, 4:00 – 5:00 pm

Build in Minecraft based on a new theme each session! Ages 6 - 11. Please note that while it is possible to play on a public server at Minecraft Club, library staff recommend players create their own world to play in on their devices to maximize online safety.

Music & Movement Story Time

Tuesday, October 4, 10:30 am

Join us for singing, dancing, instruments, and stories in this active story time for children and their caregivers. Ages 1-5.

Family Fort Night

Tuesday, October 11, 6:30 – 8:00 pm

Come set up a fort in the children's area and crawl in for an evening of reading together. Some sheets and clips will be provided. You are welcome to bring your own sheets or lightweight blankets for building your fort.

Pokemon Club

Thursday, October 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.

Toddler Art and Play

Tuesday, October 18, 10:00 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.

Early Reader Book Club

Tuesday, October 18, 4:00 – 4:30 pm

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

Child Development Story Time: Dinosaurs

Wednesday, October 19, 9:30 am

Join a member of CI Pediatric Therapy Centers' staff for an interactive story time of books, songs, movement, crafts and fun! Activities will be geared towards 2-5 year olds, but all ages are welcome!

Family Art

Thursday, October 20, 4:00 – 5:00 pm

Kids and their caregivers can get creative together with a different art project each month. In September we will create portraits using oil pastels. Oil pastels are permanent so dress appropriately. Geared towards ages 6-9 with their adult. Adults can attend with more than one child, but children cannot attend alone. Masks are encouraged.

Costume Dance Party

Monday, October 31, 10:00 – 10:45 am

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

Teen Events:

Teen Summer Reading Program

Participants: 262

Activities completed: 3,766

Minutes read: 322,514

Badges earned: 3,090

Crafty Tuesday

Tuesday, August 23, 2 pm

Teens made glass gem magnets out of recycled books and comics.

Attendees: 43

Teen Gaming

Wednesday, August 10, 3 – 4 pm

Teens faced off on the Nintendo Switch together and played board games.

Attendees: 2

Crafty Tuesday

Tuesday, September 13, 4 pm

Teens made mini Japanese Zen gardens from containers, sand, rocks, and dried moss.

Attendees: 22

Upcoming Teen Events:

Creating a Sense of Belonging through Slam

Tuesday, October 4, 6:00 – 7:30 pm

In this workshop, Charles Payne, educator and a self-taught spoken word artist, will challenge you to think, write, and share experiences that contributed to your sense of belonging. (For teens and adults.)

Anime & Manga Club

Wednesday, October 5, 4:15 – 5:15 pm

Teens interested in Japanese animation and Manga meet to watch, play games, and eat!

Crafty Tuesday

Tuesday, October 11, 4:00 pm

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

Teen Gaming

Wednesday, October 12, 4:15 – 5:15 pm

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

Teen SFX Tutorial: Blood, Wounds, and Scars

Monday, October 17, 4:15 – 5:00 pm

Join us in practicing some gruesome special effects makeup made from simple household materials.

Happy Autumn Paint-Along

Monday, October 17, 7:00 – 8:30 pm

Relax and paint a fall landscape along with a how-to video! Accidents on canvas are just possibilities!

Adult Classes & Events:

Adult Summer Reading Program

Participants: 360

Distance Learning English Classes for Adults

Beginner Level, Monday, September 12, Attendees: 5

Intermediate Level, Tuesday, September 13, Attendees: 7

Senior Case Management Outreach

Monday, September 12, Drop in between 1:00–2:00 pm

A case manager from the Verona Senior Center was available to answer questions and provide resources for older adults and their caregivers.

Attendees: 2

Introduction to the Art of Bonsai

Tuesday, September 13, 6:00-8:00 pm

Members of the Madison-WI based Badger Bonsai Society provided a greater appreciation of bonsai and how easily you can get started in this hobby.

Attendees: 21

Library Yarn Club

Wednesday, September 14

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

Attendees: 7

Basic Sourdough: Starter Creation, Maintenance, and Demonstration

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

Anna Holland, baker and owner of Double Dutch Sourdough walked us through basic sourdough methods including creating and maintaining a sourdough starter. Everyone left with practical knowledge about creating a great sourdough loaf of bread, how to troubleshoot potential pitfalls and their own jar of mature sourdough starter to use at home.

Attendees: 18

Meet the Artist Simona Aizicovici

Saturday, September 24, Drop-in 10:00-12:00 pm

Meet artist Simona Aizicovici and view her Pressed Flower Art Exhibition on display September 21 - October 17.

Attendees: 40

Upcoming Adult Classes & Events

Distance Learning English Classes for Adults

Mondays 6:00 - 8:00 pm, Beginner, Beginner, September 12 - December 5

Tuesdays 6:00 - 8:00 pm, Intermediate, Intermediate, September 13 - December 6, 2022

This free group English class is offered mostly online using Zoom. You will practice speaking, listening, reading, writing and new vocabulary in English. Students will receive free English textbooks, at their level, in the mail. Presented in partnership with Literacy Network.

Library Yarn Club

Wednesday, September 28, drop-in 4:30 - 6:00 pm

If you enjoy knitting, crochet, embroidery, or another needlecraft, join us and meet up with other fiber art enthusiasts, learn new techniques, exchange ideas, or find inspiration for your next project.

Exploring Wisconsin's Crown Jewel: The Ice Age National Scenic Trail

Wednesday, September 28, 6:30 - 7:30 pm

As the Ice Age Trail Alliance kicks off the 3rd Annual Mammoth Hike Challenge during the month of October join, Dane County Chapter Volunteer, Mark Graczykowski, for an introductory presentation to the Ice Age National Scenic Trail.

Creating a Sense of Belonging Through Slam

Tuesday, October 4, 6:00 - 7:30 pm

Good stories foster empathy and help people see the world through different perspectives. In this workshop, Charles Payne, educator and a self-taught spoken word artist, will challenge you to think, write, and share experiences that contributed to your sense of belonging. Sponsored by Beyond the Page, Madison Community Foundation and National Humanities Council.

Rain Barrel and Yard Care Basics

Thursday, October 6, 6:30 - 7:30 pm

Join AECOM, Verona's City Engineering Consultant, and learn tips and tricks for proper rain barrel installation, maintenance and the \$30 reimbursement provided by Dane County and the additional \$30 rebate provided by the Verona's Stormwater Utility for City of Verona residents as well as yard care strategies for maintaining a healthy yard including turf lawns, downspout gardens, and rain gardens.

Senior Case Management Outreach

Monday, October 10, Drop in between 1:00 – 2:00 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.

Library Yarn Club

Wednesday, October 12 & 26, 4:30 - 6:00 pm

If you enjoy knitting, crochet, embroidery, or another needlecraft, join us and meet up with other fiber art enthusiasts, learn new techniques, exchange ideas, or find inspiration for your next project.

Beginner Watercolor: Fall Wreath

Monday, October 17, 6:00 – 7:30 pm

Learn how to paint a fall wreath using watercolors. Madison artist, Emily Marie, will guide you through first tracing your wreath on watercolor paper and then painting it step-by-step. All supplies will be provided and no experience is necessary. Registration required. Class size limited to 12 adult participants.

How to Reduce Your Risk for Dementia

Tuesday, October 18, 6:30 - 7:30 pm

Are you worried about cognitive issues as you age? Join Drake Deno, case manager at the Verona Senior Center, as he teaches us how to safeguard ourselves from these terrible diseases.

Sock Knit Along

Wednesdays, October 19, November 2, 16, 30, December 7, 4:30-6:00 pm

Calling all knitters. Over a series of five meetings, we will knit Kate Atherley's Basic Ribbed Sock pattern, a traditional top-down sock, with a flap and gusset heel. Don't worry: Even if you're new to knitting, if you're comfortable both knitting and purling, and can cast on, then you can knit socks! Are you a sock-knitting veteran? Come share your skills with others. Working through the pattern together, we will create a fun and supportive environment for all.

Exhibits

Pressed Flower Art Exhibition by Simona Aizicovici

September 21 – October 17

"My love for nature is reflected in my art. My pictures are not painted with watercolor or oil but with pressed flowers, grasses, and leaves, as well as with things that, at first glance, might not symbolize beauty: peels from fruits or vegetables, bark, fluff, straw, weeds, moss, or roots. I choose them to best represent what I want. In a way, I give them a new life as part of a beautiful picture, in which they can achieve perfect harmony. Using these miracles of nature I can artistically express my feelings and create paintings that represent my ideas."

We Will Always Be Here: Wisconsin's LGBTQ+ Historymakers – Traveling Display

November 2 – 29

We Will Always Be Here: Wisconsin's LGBTQ+ Historymakers explores the stories of Wisconsin's LGBTQ+ history makers through profiles of eight individuals across a wide spectrum of identities who have helped to empower others to make a positive change in the world. Meet some of our LGBTQ+ visionaries, change makers, and storytellers in the new traveling display featuring artwork by nipinet landsem.

Outreach Events

Outreach story times:

Total daycare story time presentations: 5

Stoner Prairie Back to School Night

Tuesday, August 30, 4:30–6:30 pm

Marissa and Mia did library card sign ups and brought a pencil craft to back to school night.

Attendees: 33

Senior Center Book Group

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

The group discussed *Clap When You Land* by Elizabeth Acevedo.

Attendees: 10

Noel Manor Book Group

Friday, September 16, 10:30–11:30 am

The group met to discuss *Circling the Sun* by Paula McLain.

Attendees: 6

Books 'n Booze at Wisconsin Brewing Company

Thursday, September 22, 6:00–7:00 pm

The group met at Wisconsin Brewing Company to discuss *Mexican Gothic* by Silvia Moreno-Garcia.

Attendees: 6

Upcoming Outreach Events

Four Winds Book Group

Tuesday, September 27, 10:00–11:00 am

The residents will meet to discuss *The Horsewoman* by James Patterson and Mike Lupica.

Prairie Oaks Book Group

Thursday, September 29, 1:00–2:00 pm

The group will be reading *The Lost Apothecary* by Sarah Penner.

Verona Fall Fest

Friday, September 30, 4:00–8:00 pm

Maureen and Marissa will be bringing an autumn-themed craft to the annual Verona Fall Fest.

YMCA After School Program at Stoner Prairie

Tuesday, October 4, 4:15–4:45 pm

Crafts and stories at the afterschool program at Stoner Prairie.

Senior Center Book Group

Wednesday, October 12, 10:00–11:00 am

The group will be reading *Sunflower Sisters* by Martha Hall Kelly.

Books 'n Booze

Thursday, October 27, 6:00–7:00 pm

The group will be discussing *The Lost Man* by Jane Harper.