

AGENDA

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

**Wednesday, June 7, 2023 at 6:30 p.m.
Library Conference Room**

Call to order

- Approval of the Regular Meeting Minutes of 5/3/23
- Review and approval of the May 2023 invoices
- Public Comments
- City Council Liaison's report
- Library Director's report
- Old Business
 1. Discussion of the 2024 library budget
 2. Discussion and possible action regarding the Meeting Room Use Policy
 3. Discussion and possible action regarding the Study Room Use Policy
- New Business
 1. Discussion and possible action regarding library fundraising
 2. Discussion and possible action regarding annual Agreement to Participate in SCLS Technology Services

VPL Board Meeting Minutes
Library Board of Trustees-Verona Public Library
500 Silent Street Verona, WI 53593
Wednesday, May 3, 2023, 6:30 p.m.

Present: Burkart, Hopp, Voss, Cronin, Jones, Spencer, Fuller

Absent: Cronin, Conwell

Call to order:

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

Approval of Minutes:

A motion was made by Voss, seconded by Spencer to approve the amended Regular Meeting Minutes of 4/5/23. Motion carried.

Review and Approval of Invoices:

A motion was made by Jones, seconded by Voss to approve the April 2023 invoices. Motion carried.

Public Comments:

None

City Council Liaison Report:

None

Library Director's Report:

Burkart reported the annual 5K Run/Walk fundraiser is planned for Saturday, May 13.

Old Business:

- *Preliminary discussion of the 2024 Library budget*
The board briefly discussed 2024 budget ideas and will discuss further at future board meetings.

New Business:

- *Discussion and possible action regarding the Meeting Room Use Policy*
The board discussed proposed changes and suggested revisions, action was tabled until next month's meeting.
- *Discussion and possible action regarding the Study Room Use Policy*
The board discussed proposed changes and suggested revisions, action was tabled until next month's meeting.
- *Discussion and possible action regarding reallocating hours for one Library Assistant position.*
A motion was made by Fuller, seconded by Voss to reallocate hours from one 832 hours/year Library Assistant position to two 416 hours/year Reference Assistant positions.

Adjournment:

A motion was made by Fuller, seconded by Voss to adjourn. Motion carried. Meeting was adjourned at 8:06pm. Next meeting will be held on June 7 at 6:30pm. The following month's meeting dates will be July 12 and August 9.

Library board approved:

VERONA PUBLIC LIBRARY
DIRECTOR'S REPORT
May 2023

I. Collection Development

Number of items added and deleted in April 2023.

Item Type	Added	Deleted
Books	867	731
Audio	60	7
Software	6	0
Video/DVD	10	77
Other (kits, etc.)	0	0
Magazines	129	0
TOTAL	1072	815
YTD	4369	4654

II. Circulation

Circulation

	2023	2022	2021	2020	2019
January	47,722	46,024	29,669	49,255	44,153
February	46,003	42,218	28,925	46,500	44,487
March	52,026	49,314	36,647	29,964	49,074
April	46,674	47,514	31,448	2,021	46,215
May		42,775	32,633	8,861	43,274
June		52,827	52,142	18,507	55,425
July		52,448	52,220	29,609	59,493
August		55,184	51,007	31,025	53,415
September		45,066	42,894	31,115	44,582
October		42,440	43,527	34,075	46,108
November		43,939	43,507	28,171	44,084
December		42,000	39,089	28,194	42,479
Total	192,425	561,749	483,708	337,297	572,789

New Library Cards

	2023	2022	2021	2020	2019
January	188	119	27	184	121
February	137	149	36	161	109
March	176	155	24	74	133
April	152	129	36	9	118
May		140	71	18	96
June		344	179	33	225
July		239	160	58	164
August		206	129	57	167
September		141	105	51	150
October		150	99	50	110
November		144	64	18	108
December		122	87	31	83
Total	653	2038	1017	744	1584

Holds

	2023	2022	2021	2020	2019
January	14,929	15,139	18,260	14,651	13,725
February	13,005	11,617	17,130	12,246	12,081
March	13,586	12,878	18,193	7,277	12,569
April	12,658	12,098	15,698	5,645	11,811
May		11,820	14,236	10,869	11,636
June		11,984	13,328	13,616	12,378
July		11,735	11,621	15,910	12,447
August		13,389	13,510	15,672	12,577
September		12,506	13,252	16,166	12,001
October		11,924	13,304	16,502	11,919
November		12,888	12,679	16,108	12,016
December		10,313	11,069	14,567	9,859
Total	54,178	148,291	172,280	159,229	135,160

III. Reference

Statistics, April 21 – May 5:

Test Proctoring: 12 exams

Outer Library Loans: 53 requests

Personal Archiving Lab Sessions: 0

Social Media & Email Engagement:

Facebook: 4,674 followers, 38 posts/events

Twitter: 1,735 followers, 0 tweets

Instagram: 1,524 followers, 8 posts/reels/stories

Events Newsletter 1: 10,077 recipients

Events Newsletter 2: 10,071 recipients

Library Visits

	2023	2022	2021	2020	2019
January	16,114	10,780	0	18,887	17,062
February	21,270	11,193	0	18,969	16,673
March	16,188	13,628	0	0	19,993
April	19,264	16,488	2,889	0	20,038
May		12,366	5,015	0	19,355
June		16,624	11,757	2,850	23,672
July		17,057	13,407	6,765	23,853
August		18,830	13,267	*	22,506
September		13,890	10,746	*	18,496
October		14,009	10,346	*	19,540
November		15,729	9,371	0	18,531
December		13,552	10,562	0	16,780
Total	72,766	174,146	87,360	47,471	236,499

Reference Questions

	2023	2022	2021	2020	2019
January	1,640	1,061	821	3,152	2,218
February	2,034	1,653	924	1,632	2,117
March	1,821	1,758	1,347	1,974	1,937
April	2,235	1,226	948	24	2,454
May		1,117	1,085	116	2,660
June		2,183	2,200	846	3,642
July		1,691	2,365	2,431	2,662
August		2,075	1,847	2,039	3,721
September		1,341	1,543	2,521	2,359
October		1,566	581	2,045	3,213
November		1,628	458	1,060	2,321
December		1,356	721	1,092	1,978
TOTAL	7,730	18,655	14,840	18,932	31,282

Meeting Room Use

	2023	2022	2021	2020	2019
January	474	164	-	616	568
February	607	206	-	565	531
March	468	272	-	286	596
April	626	305	-	-	671
May		328	-	-	631
June		314	-	-	547
July		316	-	-	542
August		411	-	-	524
September		327	-	-	542
October		398	-	-	706
November		453	-	-	601
December		396	-	-	529
TOTAL	2,175	5,912	2,021	3,487	9,007

IV. Personnel and Staff Development

We had a half day library staff in-service day on May 5. Topics covered were book challenges, first amendment audits, review of tornado/severe weather procedures, state park pass program, and library accounts sent to collections.

UW graduate student Tori Tiso started her practicum on May 9.

Victoria Larson began her position as part-time Outreach Assistant on May 16.

Michelle Foster began her position as Youth Services Summer LTE on May 16.

Samantha Barsanti completed her practicum with the reference team on May 3 and Olivia Zhu completed her Ripple internship on May 13. It was a successful experience for both the students and the library.

Tonja attended the webinar, *Combating the Misuse of Information*, on May 10.

Jess attended the *Relax. Take a deep breath. Read a comic* webinar offered by SCLS on May 15.

Jess attended the SCLS Youth Services check-in on May 16.

Due to an error made in the payroll spreadsheet during a period of high staff turnover during the pandemic, last month the library made an offer to a candidate for a part-time position that was not budgeted for. After discussing the matter with city administration, the position was filled and the wages will be covered by other wage/salary savings within the operating budget. This was a very unusual circumstance and Stacey will take steps to ensure this will not happen again in the future.

V. Equipment and Physical Facilities

The Audubon Society has finished their spring bird count and has shared resources for products that can reduce bird/window collisions.

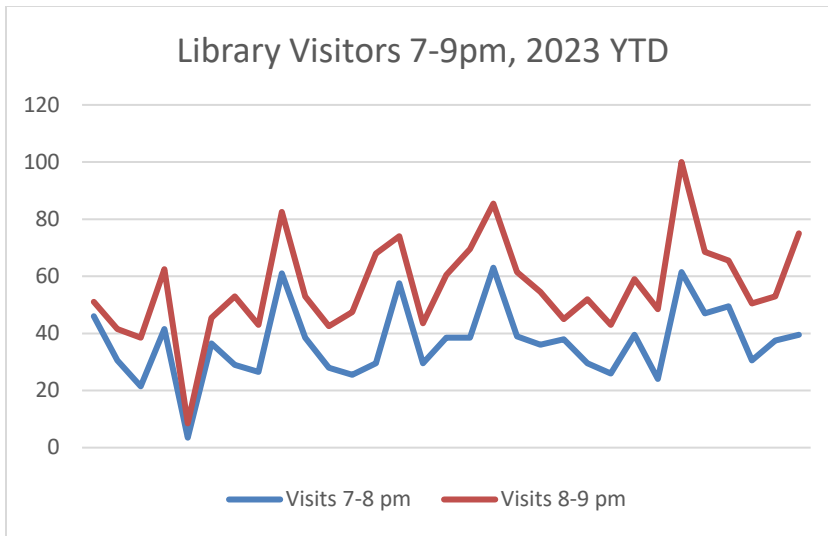
SCLS will be moving their servers to the new headquarters building June 28 – July 1. As a result, the library will not have public computers or public wifi during those dates. Staff will be able to access the library catalog and software for check-out using wifi hotspots, but services will be limited.

VI. Administration and Internal Operations

Stacey and the management team worked on revised drafts of the Meeting Room Use Policy and the Study Room Use Policy for library board review.

Stacey is has been working with vendors to get quotes for a new sorter.

Library staff have been tracking visits between 7 - 9 pm on weekdays to see if building use patterns are changing. The number of visits between 7 - 9 pm has been increasing.



VII. Marketing and Public Relations

This month Abby created online and print promotional materials for 37 library events.

Jenny created a display for audiobooks. Tonja created displays to promote the Wisconsin State Park pass giveaway and to celebrate high school/college grads. Katie created a display book display, *Dark Picture, Bright Text*.

Amy T, Katie, Jenny, Nat*, Dain and Mark contributed short reviews to the Verona Press for a monthly staff recommendations write-up. Stacey also wrote a column for the Verona Press this month.

VIII. System and Interagency Cooperation

Our library, along with many other public libraries across the state, is partnering with the WI State Parks system to distribute day passes to state parks. The library purchased 100 day passes and began distributing them to the public on May 8.

IX. Fundraising

The staff 5K Run/Walk took place on Saturday, May 13. There were a total of registered 225 participants, 163 5K runners, 16 virtual runners, and 46 Kids’ Run participants. This year’s event had 15 community sponsors. 12 library staff members and 19 volunteers were needed to run the event. The Verona Police Department provided traffic control and put up no parking signs along the route and the Fitchrona EMS department provided a water station in front of the station. \$7200 was raised for the library endowment fund.

X. Events, Programs and Exhibits

Kid’s Events and Programs:

1000 Books before Kindergarten

12 kids were registered this month, bringing the total number of registrants to 2458.

Green Challenge

April 1 – April 30

Participants: 137 households

Completed activities: 1,491

Patrons were encouraged to participate in the Green Challenge by completing activities based on making environmentally-friendly choices and changes. The most completed activities included: donating or recycling Spring cleaning purges, switching to reusable bags, growing something, cleaning with chemical-free products, recycling plastic bags, fixing or reusing something, switching to online billing and reusable napkins, biking somewhere you would normally drive, saving water, and composting food waste.

Spring Story Times

March 27 – May 5

Baby Story Time: 11 story times, attendees: 219, average: 20

Toddler Story Time: 12 story times, attendees: 408, average: 34

Preschool Story Time: 12 story times, attendees: 268, average: 22

Everybody Story Time: 8 story times, attendees: 257, average 32

Sensory Story Time: 8 story times, attendees: 222, average: 28

Total: 51 story times, 1,374 attendees

Raindrop Tour – Where Does the Stormwater Go?

Saturday, April 22, 10:00 – 11:00 am

Kids can learn about the path of rainwater by learning about the Enviroscape Model, doing a raindrop tour, and hearing a reading of the book "All the Way to the Ocean." Presented by Zach Topel and Rachel Clark from AECOM (Verona's City Engineering Consultant). Geared to ages 5-12. Registration is requested but not required. *Library staff was impressed with the presentation skills of the AECOM presenters.*

Attendees: 19

Toddler Art and Play: Bugs

Tuesday, April 25, 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: 113

Family Art: Butterflies

Tuesday, April 25, 4:00 – 4:45 pm

Kids and their caregivers can get creative together with a different art project each month. Art can be messy so dress appropriately. Geared towards ages 6-9 with their adult.

Attendees: 22

Minecraft Club

Thursday, May 4, 4:00 pm

Build in Minecraft based on a new theme each session! Ages 6-11.

Attendees: 31

Free Comic Book Day

Saturday, May 6, 1:00 – 3:00 pm

Drop by to celebrate Free Comic Book Day! Choose some free comics for kids and teens, and do some comic themed crafts. Geared to ages 6-18. Thanks to Westfield Comics for partnering with us!

Attendees: 124

Music and Movement Story Time

Tuesday, May 9, 10:30 – 11:00 am

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

Attendees: 42

Early Reader Book Club

Tuesday, May 16, 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. For children ages 5-7.

Attendees: 8

Child Development Story Time: Flowers

Friday, May 18, 9:30 – 10:00 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! *CI Therapy will take a break from presenting these story times during the summer.*

Attendees: 28

Favorite Books and Bites: The One and Only Ivan

Monday, May 22, 4:00 – 5:00 pm

Discuss the Front Desk series, plus enjoy activities and snacks related to the books. Ages 8-11. Pick up a copy of the first book of the series at the children's desk to read in advance, or if you're already a fan, just sign up and join us.

Attendees: 12

Toddler Art and Play

Tuesday, May 23, 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: 65

Upcoming Kids' Events

Summer Library Program

Summer library program presentations by library staff have just begun at schools and the library, and are scheduled through June 7.

Summer library program registration begins June 1. For kids ages 0 – 11, the tracking of books or minutes is returning to a paper log this year. Beanstack will still be utilized for the activity challenge, where kids do activities that earn tickets for a chance to win grand prizes.

Music Together Madtown

Tuesday, June 6, 9:30 am

Join Music Together Madtown for a demo class for kids! Geared toward ages 0-5 with parents or caregivers.

Summer Reading Kick-Off

Saturday, June 10, 10:00 am – 12:00 pm

Celebrate the beginning of summer at this all-ages event! Activities will include music, cotton candy, giraffe bounce house, face painting, scavenger hunt and crafts!

Summer Story Times

June 12 – July 28

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: Tuesdays and Thursdays at 10:30 am (weather permitting)

Crafternoon: Puzzle Piece Art

Monday, June 12, 2:00 - 3:00 pm

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

Music and Movement Story Time

Tuesday, May 9, 9:30 – 10:00 am

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

Minecraft Club

Thursday, June 13, 3:00 – 4:00 pm

Build in Minecraft based on a new theme each session! Ages 6-11.

Tween Craft: Donuts and Painting

Wednesday, June 14, 2:00 – 3:00 pm

Paint donuts, while eating donuts! Learn some basic painting techniques and enjoy a sweet treat. Ages 8-11.

Pokémon Club

Thursday, June 15, 3:30 – 4:30 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. No registration. Ages 6-11.

Read to a Dog

Saturday, June 17, 1:30 – 3:00 pm

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. Ages 5 and up.

Toddler Art and Play

Tuesday, June 20, 9:30 – 10:30 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.

Kids' Science Lab

Tuesday, June 20, 1:30 – 2:30 pm

Join us at the library for messy science experiments! Wear clothes that can get messy and drop in for some fun activities. No registration. Ages 5-7.

Stuart Stotts

Wednesday, June 21, 1:30 – 2:15 pm

Stuart Stotts is a singer, storyteller and author who has performed for schools, families and community events since 1987, traveling the state and the world with shows that include lots of interaction, movement, laughter, and a focus on encouraging reading. Come prepared to sing, listen, and celebrate libraries. For all ages. No registration. This event is sponsored by the Friends of the Verona Public Library.

Bubble Party

Thursday, June 22, 3:30 – 4:30 pm

Bubble machines, music, treats, and outside fun! Come on over to the library to enjoy the sunshine and the bubbles on our lawn behind the library. No registration. Ages 0-5.

Read It and Eat: Falling Short

Monday, June 26, 4:00 – 5:00 pm

Discuss the novel *Falling Short* by Ernesto Cisneros, plus enjoy activities and snacks related to the book. Ages 8-11. Books will be available for check out approximately one month prior to the discussion. Stop by the youth services desk to request one. Registration begins May 29. Refreshments will be provided. Please list any allergies when registering.

Tween STEM: Binary Bracelets

Tuesday, June 27, 3:30 – 4:15 pm

Translate your initials into binary code and then use those numbers to create a string bracelet unique to you! Space is limited and registration is required. Ages 8-11.

TWEEN Snacks: Candy Sushi

Wednesday, June 28, 2:00 – 3:00 pm

Rice Krispie treats and candy come together to make yummy sweet sushi. You'll learn to make candy sushi while enjoying some Japanese cartoons. Please list any allergies when registering. Ages 8-11.

Early Reader Book Club

Thursday, June 29, 3:30 – 4:00 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. Ages 5-7.

Teen Events:

Teens have been applying to volunteer this summer with Summer Reading Program and will attend trainings either May 30 or June 7. 46 teens have applied to volunteer so far.

Teen Virtual Reality

Wednesday, April 26, 3:30 – 5:00 pm

Teens tried out an Oculus Meta Quest 2, played on the Switch, and enjoyed some snacks!

Attendees: 2

Crafty Tuesday

Tuesday, May 2, 4:00 pm

Teens created mini pouches out of fleece scraps.

Attendees: 28

Tiny Art @ VAHS

Wednesday, May 3; Attendees: 10

Thursday, May 4; Attendees: 8

Teens at Verona Area High School spent a relaxing time painting small canvasses.

Free Comic Book Day

Saturday, May 6, 1:00 – 3:00 pm

Teens had the opportunity to pick out some free comics and complete some activities.

Attendees: 10

Teen Painting: Japanese Marbling

Wednesday, May 17, 7:00 – 8:00 pm

Teens tried the art of Suminagashi – floating ink on water and transferring it onto rice paper to make swirling, one-of-a-kind works of art.

Attendees: 9

Upcoming Teen Events:

Crafty Tuesday

Tuesdays, June 13 & 27, July 11 & 25, August 8 & 22, 4:00 pm

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

Teen Craft: Donuts & Painting

Wednesday, June 14, 3:30 – 4:30 pm

Paint donuts! Eat donuts! Enough said.

Teen Outdoor Movie

Friday, June 16, 8:45 – 10:45 pm

Snack on some popcorn while you watch *How to Train Your Dragon* 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.

Lawn Games & Frozen Treats

Tuesday, June 20, July 27, August 17, 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!

CSI: Verona

Wednesday, June 21, 3:00 – 4:30 pm

Solve a murder at the library! Who is innocent? Who is guilty? Investigate a crime scene and figure out “who done it” by finding clues, analyzing blood and possible weapons, etc.

Teen Gaming

Thursday, June 22, July 13, August 10, 3:30 – 4:30 pm

Drop-in VR. You come first, you play first. While you wait for the Oculus Meta Quest 2, play on the SNES or Switch!

Teen Snacks: Candy Sushi

Wednesday, June 28, 3:30 – 4:30 pm

Make colorful sushi with a rice krispie base and fun candy choices! Enjoy some Japanese animation while you create.

Adult Classes & Events:

Distance Learning English Classes for Adults

Mondays 6:00 - 7:30 pm & Tuesdays 6:00 - 8:00 pm, January 23 – May 3, 2023

Beginner Class

April 17, attendees: 5

April 24, attendees: 7

May 2, attendees: 4

Intermediate Class

April 18, attendees: 7

April 24, attendees: 6

May 3, attendees: 7

Library Yarns Craft Group

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

Tuesdays, 11:30 – 1:00 pm:

May 2, attendees: 6

May 16, attendees: 12

Wednesdays, 4:30 - 6:00 pm:

April 26, attendees: 12

May 10, attendees: 12

Library Knit Along: Lace Cowl

Wednesdays, April 19, May 3, 17 and 31, 4:30 - 6:00 pm

Knitters joined to knit a simple lace cowl.

May 3, attendees: 11

May 17, attendees: 7

***Planting an Idea* with Authors Jerry Apps and Natasha Kassulke**

Saturday, April 22, 1:30 -2:30 pm

Wisconsin authors Jerry Apps and Natasha Kassulke discussed their new book, *Planting an Idea: Critical and Creative Thinking About Environmental Issues*. They showed how the processes of critical and creative thinking can be used to evaluate the issues and to define potential actions and solutions of the most pressing and important matters today.

Attendees: 35

Tiny Bites for Health? On Eating Insects and the Quest for Sustainable Protein

Monday, April 24, 6:30 - 7:30 pm

Dr. Valerie Stull explored various aspects of trends in insect consumption and highlighted cutting-edge research out of the University of Wisconsin-Madison on related social, environmental, and health impacts.

Attendees: 10

Dragonflies of Southern Wisconsin

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

Edgar Spaling from the Wisconsin Dragonfly Society, discussed the biology, behavior, and identification of some of our Wisconsin species.

Attendees: 27

Verona Parks & Forestry Arbor Day

Friday, April 28, 10:30 pm

The City of Verona's Department of Parks & Forestry planted a tree in honor of Arbor Day.

Attendees: 9

Behavioral Health Resource Center Outreach

Monday, May 1, Drop-in between 10:00 - 12:30 pm

Staff from the Behavioral Health Resource Center were available to assist in connecting people with different Dane County mental health and/or substance use resources. Informational materials were available to take home.

Attendees: 8

Verona's Great Outdoors - Banner Display -Artist Reception

Wednesday, May 3, 7:00 - 8:00 pm

Students of the Verona Area School District were recognized and presented a certificate for the street banners they designed and were chosen to be displayed along the streets of Verona.

Attendees: 94

DIY Macramé Flower Keychain

Thursday, May 4, 6:30 - 7:30 pm

Anne Cops, from Meraki Handmade Collective, taught three macramé knots so attendees could make their own macramé flower keychain.

Attendees: 8

Senior Case Management Outreach

Monday, May 8, 2:00– 3:00 pm

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

Attendees: 0

Composting: Making and Using Compost in Your Backyard

Tuesday, May 9, 6:30 - 7:30 pm

A certified Master Gardener Volunteer discussed the role that oxygen, food and water play in the composting process and what materials should never go in a compost pile.

Attendees: 16

DIY Card Making Class

Monday, May 15, 6:30 - 7:30 pm

Stampin' UP! Demonstrator Jamie Statz-Paynter provided materials and instructions so attendees could make personalized professional-quality cards of their own.

Attendees: 18

***Wisconsin Waters: The Ancient History of Lakes, Rivers, and Waterfalls* – Author Event**

Monday, May 22, 6:30 - 7:30 pm.

Scott Spoolman, local author of *Wisconsin Waters*, shared the geologic, natural, and human stories that have shaped these aquatic landscapes over millions of years.

Attendees: 34

Upcoming Adult Classes & Events

Adult Summer Reading Program 2023

June 1 – August 31

Visit veronapubliclibrary.beanstack.org and/or get the Beanstack Tracker app to create an account starting June 1. Then register to participate. Log every hour of reading you do (up to 20 hours total) and enter to win a \$50 gift card to a Verona business. All reading counts, including audio books. Open to adults 18 years and older. The Summer Reading Program is funded by the Friends of the Verona Public Library.

Distance Learning English Classes for Adults

Mondays 6:00 – 7:30 pm, Beginner, Beginner, June 5 - August 15,

Tuesdays 6:00 - 8:00 pm, Intermediate, Intermediate, June 6 - August 15,

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 Yarns Craft Group

Second and Fourth Wednesdays, drop-in between 4:30 - 6:00 pm

If you enjoy knitting, crochet, embroidery, or another needlecraft, please join us at a twice-monthly, 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.

Common Sense Self-Defense Class

Thursday, June 1, 6:30–7:30 pm

Learn basic, easy-to-remember self-defense skills. Jeff Christensen, owner and chief instructor at Karate America Verona, will teach simple, non-strenuous defense techniques for beginners, and how to plan for when and where to use them. Christensen is an 8th Degree Black Belt in America Style Karate and has been training in the martial arts for 38 years. Participants should wear comfortable clothing. Registration required. Class size limited to 30 participants.

Senior Case Management Outreach

Monday, June 12, 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 Julie Larson at the Verona Senior Center at 608-845-7471 with questions.

Beginner Macramé Feather Workshop

Monday, June 19, 6:30 - 7:30 pm

Join Anne Cops, from Meraki Handmade Collective, and learn how to make a beautiful macramé feather. You will make two feathers – perfect to hang on the wall in your home. There will be several colors to choose from, and you can make them multi-colored. Registration required. Class size limited to 15 participants.

How to Keep Your Brain Healthy & Lower Your Risk of Dementia

Thursday, June 29, 6:30 - 7:30 pm

What is brain health? How do you keep your brain happy and healthy? Drake Deno, Case Manager at the Verona Senior Center, will discuss as memory disorders grow more common, tips and tricks to lower your risk.

Exhibits

No exhibits are scheduled during the summer.

Outreach Events

Outreach story times:

Total daycare story time presentations: 13

Library Card Registration at VAHS Carnival

Sunday, April 23, 12:00–3:00 pm

The library joined the Dream Bus at the high school to sign families up for library cards.

Attendees: 71

Books ‘n Booze at Boulder Brewpub

Thursday, April 27, 6:00–7:00 pm

The group discussed *An Unwanted Guest* by Shari Lapena.

Attendees: 13

YMCA After School Program at Stoner Prairie

Tuesdays, May 2 and 23, 4:15–4:45 pm

A craft and book for the students at the afterschool program at Stoner Prairie.

Attendees: 12, 13

Senior Center Book Group

Wednesday, May 10, 10:00–11:00 am

The group discussed *The Mystery of Mrs. Christie* by Marie Benedict.

Attendees: 13

YMCA After School Program at New Century/Verona Area International School

Monday, May 15, 4:15–4:45 pm

Crafts and stories at the afterschool program at NC and VAIS.

Attendees: 13

Four Winds Book Group

Tuesday, May 16, 10:00–11:00 am

The residents met to discuss *Every Living Thing* by James Herriot.

Attendees: 5

Nakoma Kids Club

Thursday, May 18, 3:30–4:30 pm

Marissa and Vikki went to the Nakoma Kids Club to sign families up for library cards.

Attendees: 30

Prairie Oaks Book Group

Thursday, May 25, 1:00–2:00 pm

The group read *Camino Island* by John Grisham.

Attendees: 8

Upcoming Outreach Events**Books ‘n Booze at 5th Quarter Bar & Grill**

Thursday, May 25, 6:00 – :00 pm

The group will be discussing *The Final Revival of Opal & Nev* by Dawnie Walton.

Country View Reading Celebration

Tuesday, May 30, 8:30 – 9:30 am

Amy and Marissa will be going to Country View to make library cards, hand out bookmarks, and distribute summer reading information at this family literacy event.

Nakoma Kids Club Summer Reading Kickoff Party

Tuesday, May 30, 3:30 – 4:30 pm

An ocean-themed kickoff for the students at Nakoma Heights to sign up for library cards, register for the summer reading program, and meet a shark costume character.

Senior Center Book Group

Wednesday, June 14, 10:00 – 11:00 am

The group will be reading *This Time Tomorrow* by Emma Straub.

Four Winds Book Group

Tuesday, June 20, 10:00 – 11:00 am

The residents will meet to discuss *A Fatal Grace* by Louise Penny.

Prairie Oaks Book Group

Thursday, June 22, 1:00 – 2:00 pm

The group will be reading *The Book Woman’s Daughter* by Kim Michele Richardson.

2023 Goals - June Progress update

Administration:

1. Continue policy reviews & revisions. Complete a review of the Study Room, Program, Event, and Exhibit, Meeting Room, Public Behavior, and Child Safety policies by the end of 2023.

Goal Progress to date: Study Room, Meeting Room, and Public Computer and Electronic Device Use policies have been revised. A new Social Media policy has also been created.

Still to review in 2023: Program, Event, and Exhibit Policy, Public Behavior Policy, and Child Safety Policy

2. Identify existing sources of quantitative and qualitative data that could inform strategic planning initiatives.
3. Collect feedback on library services from the public via a survey and develop a strategic plan or strategic goals for the library. (Ongoing from 2022)
4. Work with the city and county on solutions around minimum funding and county appropriation. This will likely be a multi-year process.

Stacey and Chris have been involved in multiple meetings and discussions on this topic.

Collection Maintenance:

1. Supervise and support the multi-year diversity audit project in the adult and children's fiction collections. (Ongoing from 2022)

The library staff continues to focus on diversity and inclusion when purchasing new materials and weeding the collection, we have concluded that purchasing diversity audit software is a priority for the 2024 budget to evaluate the collection in a comprehensive way.

Library Service:

1. Develop and implement programs related to the 2023 library endowment project featuring the exhibit *Microsculpture: Insect Portraits of Levon Biss* during the month of April 2023.
This exhibit was successfully implemented and received very positive feedback from the community. We hosted 11 programs for variety of age groups related to the exhibit in April and hosted 8 field trips from local schools.
2. Fundraise \$10,000 for the library Endowment Fund by the end of 2023.
This goal is met – as of June 1, the library has raised \$12,000 for the endowment fund, \$7280 from the Word on the Street 5K Run and \$4720 in regular and memorial donations.
3. Continue to write quarterly columns for the Verona Press that focus on literacy or library related topics. (Ongoing from 2022)
I, along with other library staff members, continue to write columns for the Verona Press on a regular basis.
4. Develop and implement an annual library marketing plan by the end of 2023.
5. Work with the library management team to assess technology the library currently offers and recommend any technology additions or changes as part of the budget process.

Facilities Management:

1. Plan and implement the second phase of the library re-carpeting project in the children's, teen, and AV areas of the library. (Ongoing from 2022)

We shifted which area of the library will be carpeted in 2023 due to material availability concerns, so the carpet install for the adult and staff areas of the library is scheduled to begin on September 11 and take approximately three weeks to complete. We are targeting April 2024 for the final phase of the carpet project, which will be the children's, teen, and AV areas of the library (budget approval pending).

2. Explore grant possibilities for adding a lactation pod to the Youth Services area.

We have submitted 2 grants for the lactation pod, one to Epic and one to WILS. The Friends of the Library have also indicated they would be interested in helping to fund this project.

Professional Development:

1. Attend a national (ALA) or state (WLA) library conference in 2023.

I will be attending the ALA conference in Chicago in June and the WLA conference in Middleton in October.

2. Complete continuing education credits towards Grade 1 Library Director Certification, renewal required by DPI every five years.

I have plans to complete 31 continuing education credits this year through trainings and conferences.

Verona Public Library
Meeting Room Use Policy

I. Introduction

The Verona Public Library, in accordance with its mission, offers space for community meetings, programs, or events of an educational, cultural, or civic nature.

Meeting rooms are intended primarily for library programs, events, or meetings. The 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, Dane County, or other governmental units
2. 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

The Community Room has a standing capacity of 182 people and seats 100 people.

Furniture & equipment: tables and chairs, lectern, screen, Blu-Ray player, wireless Internet access, overhead projector, microphone and amplification system, hearing loop, and kitchenette with refrigerator and microwave.

(B) Conference Room

The Conference Room seats 16 people.

Furniture & equipment: tables, chairs, whiteboard, and overhead projector.

III. Reservation of Rooms and Hours Available

(A) Meeting rooms require a reservation before use. Walk-in reservations may be available.

(B) Reservations may be made up to two (2) months in advance in person, online through the library website, via email, or over the telephone.

(C) 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.

(D) 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.

(E) An organization or group may reserve a meeting room no more than 26 times in a calendar year. The only exceptions will be for meetings of City of Verona governmental units.

(F) 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.

(G) 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.

- (H) 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 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 meetings, programs, or events may involve monetary solicitation, sale of items, or fundraising activities.
- (C) 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.
- (D) Gatherings must be open to the public.
- (E) Events of a strictly social nature such as parties, weddings, bridal or baby showers, etc. are not permitted.
- (F) 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.
- (G) 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 are disruptive.
- (H) 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.
- (I) 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.
- (J) 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.

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. 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 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 or additional custodial services. 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.
- (C) 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.

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

Revised October 2, 2019

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, or meetings. ~~The m~~ 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, Dane County, or other governmental units
- ~~2. Community non-profit educational, cultural, or civic organizations~~
- ~~3. Dane County, State of Wisconsin, and United States governmental units~~
- 4.2. 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

~~(A) The Community Room~~ has a standing capacity of 182 people and seats. ~~With tables and chairs the room will seat 100 people or 50 people on each side.~~

a. Furniture & equipment: ~~Along with tables and chairs, the following items are available for use in this space:~~ lectern, ~~movie screen-sized white boards~~ screen, flat panel TV, Blu-Ray player, wireless Internet access, overhead projector, microphone and amplification system, Hear-hearing ~~U~~ 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

The Conference Room seats 16 people.

~~with~~ Furniture & equipment: 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. Walk-in reservations may be available.

(B) Reservations may be made up to two (2) months in advance in person, online through the library website, via email, or over the telephone.

~~(C) Walk-in reservations are acceptable.~~

~~(D)~~ (C) 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)~~(D) _____ 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)~~(E) _____ An organization or group may reserve a meeting room no more than ~~20~~ 26 times in a calendar year. The only exceptions will be for meetings of City of Verona governmental units.
- ~~(G)~~(F) _____ 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)~~(G) _____ 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.
- ~~(H)~~(H) _____ 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) 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.~~
- (D) Gatherings must be open to the public.
- (E) Events of a strictly social nature such as parties, weddings, bridal or baby showers, etc. are not permitted.
- (F) 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.
- (G) 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.~~
- ~~(H) 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.~~
- ~~(H)~~(H) _____ 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.
- ~~(H)~~(I) _____ 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.

~~(K)~~(J) _____ 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 or additional custodial services. 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.

~~(B)~~(C) 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.

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

Revised October 2, 2019

Verona Public Library
Study Room Use Policy

I. Introduction

The Verona Public Library, in accordance with its mission, offers space for small discussion and study. 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 study rooms.

II. Definition and Description of Rooms Available

The library has five (5) study rooms of varying sizes that seat eight (8) people or fewer. Groups of more than eight (8) must reserve a meeting room and comply with the Meeting Room Use Policy. All rooms have access to the library's free wireless Internet.

- (A) Study Room 1 seats up to four (4) people.
- (B) Study Room 2 seats up to four (4) people.
- (C) Study Room 3 seats up to eight (8) people. It has a white board and projector.
- (D) Study Room 4 seats up to eight (8) people.
- (E) Local History Room seats up to four (4) people.
- (F) Conference Room, when eight (8) or fewer people are in attendance, can be used as additional study room space. It has a white board and projector.

III. Reservation of Rooms and Hours Available

- (A) Study rooms require a reservation before use. Walk-in reservations may be available.
- (B) Reservations may be made up to two (2) months in advance in person, online, or over the telephone.
- (C) Responsibility for the room lies with the patron who reserves the room. Registering to use a study room confirms that the Responsible Party has read, understands, and accepts the Study Room Use Policy and also agrees to pay the library all monetary compensation due to damage, additional custodial services, or any other billable reason stated in this policy.
- (D) A person must be at least 14 years of age to occupy a study room.
- (E) Study 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.
- (F) If the patron does not arrive within fifteen (15) minutes of the scheduled time, the reservation may be canceled and the room made available for other patrons.
- (G) Patrons are expected to vacate the room at the end of their reservation.
- (H) Reservations may be made for up to four (4) hours per day. Reservation extensions may be requested at the end of the reservation time.
- (I) If the room is vacated prior to the reservation's end time, the room may be made available for other users.
- (J) In the event of severe weather, the library retains the right to cancel or limit the time a patron has reserved for study room use. If possible, the library will attempt to contact the Responsible Party in advance of severe weather cancellations.

IV. Rules of Use

- (A) The study rooms are intended for the purposes of quiet study and discussion.
- (B) Furniture may not be brought into or removed from a study room without approval from library staff.
- (C) Food and drink are permitted in accordance with the Verona Public Library Public Behavior Policy.

- (D) Patrons who use the study rooms are expected to leave the rooms in their original order.
- (E) The library will not provide storage for patrons using the study rooms.
 - 1. The library is not responsible or liable for lost, stolen, or damaged personal materials or equipment left in study rooms. Items left behind may be placed in the lost and found.
 - 2. Patrons who leave the room unattended for more than 30 minutes will forfeit their reservation. Patrons who need to leave the library during their reserved time can reschedule a reservation.
- (F) Use of study rooms as a place to conduct regular business or as a place to hold office hours is prohibited.
- (G) Individuals using study rooms must comply with all library policies. Failure to do so will result in suspension or termination of an individual's study room privileges.

V. Charges and Fees

- (A) Use of library study rooms is free of charge.
- (B) If the room is damaged beyond normal wear and tear, or if library equipment is missing after a room has been used, 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.
- (C) 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.

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

Adopted April 1, 2009

Revised July 1, 2009

Revised May 2, 2012

Revised May 1, 2013

Revised June 3, 2015

Revised March 1, 2017

Revised June 29, 2018

Verona Public Library
Study 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 small discussion and study. 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 study rooms.

II. Definition and Description of Rooms Available

The library has five (5) study rooms of varying sizes that seat eight (8) people or fewer. Groups of more than eight (8) must reserve a meeting room and comply with the Meeting Room Use Policy. All rooms have access to the library's free wireless Internet.

- (A) Study Room 1 seats up to four (4) people.
- (B) Study Room 2 seats up to four (4) people.
- (C) Study Room 3 seats up to eight (8) people. It has a white board and projector.
- (D) Study Room 4 seats up to eight (8) people.
- (E) Local History Room seats up to four (4) people.
- (F) Conference Room, when eight (8) or fewer people are in attendance, can be used as additional study room space. It has a white board and projector.

III. Reservation of Rooms and Hours Available

- (A) Study rooms require a reservation before use. Walk-in reservations may be available.
- (B) Reservations may be made up to two (2) months in advance in person, online, or over the telephone.
- ~~(C) Walk-in reservations are acceptable.~~
- ~~(D)~~(C) Responsibility for the room lies with the patron who reserves the room. Registering to use a study room confirms that the Responsible Party has read, understands, and accepts the Study Room Use Policy and also ~~consents~~ agrees ~~ment~~ to pay the library all monetary compensation due to damage, additional custodial services, or any other billable reason stated in this policy.
- ~~(E)~~(D) A person must be at least 14 years of age to occupy a study room.
- ~~(F)~~(E) Study 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.
- ~~(G)~~(F) If the patron does not arrive within fifteen (15) minutes of the scheduled time, the reservation may be canceled and the room made available for other patrons.
- ~~(H)~~(G) Patrons are expected to vacate the room at the end of their reservation.
- ~~(I)~~(H) Reservations may be made for up to four (4) hours per day. Reservation extensions may be requested at the end of the reservation time.
- ~~(J)~~(I) If the room is vacated prior to the reservation's end time, the room may be made available for other users.
- ~~(K)~~(J) In the event of severe weather, the library retains the right to cancel or limit the time a patron has reserved for study room use. If possible, the library will attempt to contact the Responsible Party in advance of severe weather cancellations.

IV. Rules of Use

- (A) The study rooms are intended for the purposes of quiet study and discussion.
- (B) Furniture may not be brought into or removed from a study room without approval from library staff.
- (C) Food and drink are permitted in accordance with the Verona Public Library Public Behavior Policy.
- (D) Patrons who use the study rooms are expected to leave the rooms in their original order.
- (E) The library will not provide storage for patrons using the study rooms.
 - 1. The library is not responsible or liable for lost, stolen, or damaged personal materials or equipment left in study rooms. Items left behind may be placed in the lost and found.
 - 2. Patrons who leave the room unattended for more than 15-30 minutes will forfeit their reservation. Patrons who need to leave the library during their reserved time can reschedule a reservation.
- (F) Use of study rooms as a place to conduct regular business or as a place to hold office hours is prohibited.
- (G) Individuals using study rooms must comply with all library policies. Failure to do so will result in suspension or termination of an individual's study room privileges.

V. Charges and Fees

- (A) Use of library study rooms is free of charge.
- (B) If the room is damaged beyond normal wear and tear, or if library equipment is missing after a room has been used, 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.
- (C) 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.
- ~~(B)~~

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

Adopted April 1, 2009

Revised July 1, 2009

Revised May 2, 2012

Revised May 1, 2013

Revised June 3, 2015

Revised March 1, 2017

Revised June 29, 2018

Agreement to Participate in SCLS Technology Services

This Agreement to Participate in SCLS Technology Services (the "Agreement") is made this _____ day of _____ between the South Central Library System (hereinafter referred to as SCLS) and the Library Board of Trustees or other applicable governing body of _____ (hereinafter referred to as the Library).

WHEREAS SCLS is organized, exists, and maintains a public library system pursuant to the provisions of Chapter 43, Wisconsin Statutes; and

WHEREAS the Library is organized under Sections 43.52, 43.53, or 43.57, Wis. Stats., is a member in good standing of SCLS, and pledges to remain so for the life of this Agreement and agrees to share resources in accordance with the requirements of said Chapter 43; and

WHEREAS the Library has determined that the cooperative sharing of specific technology services will permit more efficient library service and will provide great and lasting benefits to its patrons; and

WHEREAS the parties desire to share, in an equitable and agreeable fashion as set forth herein, with other SCLS member libraries, the costs and expenses as well as the benefits of the purchase, development, operation, and maintenance of these specific technology services,

NOW THEREFORE, in consideration of the covenants and undertakings herein contained, the parties hereto agree as follows:

1. SCLS, with advice from the Technology Committee and/or the ILS Committee, both elected, representative bodies of participating libraries, **will provide services to the Library, as selected by the Library by having the member library director or other authorized representative initial one or more of these boxes:**

A. Basic Services: SCLS will provide basic services to the Library in the form provided to SCLS members at no additional cost, including (subject to change or discontinuance by SCLS from time to time in its sole discretion) web hosting services, email services, database authentication, and reselling/purchase of products or equipment, together with such other services as SCLS may choose to offer from time to time as part of its basic services package.

B. Infrastructure: The core cost that is required to support any of the three technology services. **Any library participating in any of the following three technology services must participate in the Infrastructure program.**

C. Network Services: Including, but not limited to, Library network hardware and software, replacements, and upgrades; internet connectivity, network and response time support, Enterprise Wireless, third party vendor support, new building and remodeling support, wide-area network planning.



D. PC Support: Including, but not limited to, PC and peripheral equipment ordering, field and help desk support, automatic software updates, PC software testing and support, Windows and MS-Office, and anti-virus licenses, third party vendor support, technology planning. **PC Support is only available to libraries receiving Network Services.**



E. ILS Services: Including, but not limited to, the day-to-day operation and maintenance of the ILS modules of Acquisitions, Cataloging, Circulation, Public Access Catalog, Serials; development, implementation and support, planning for and coordinating ILS modifications, enhancements and/or replacement; centralized cataloging; required telecommunications and/or network connectivity; furnishing regular reports to the library. **Network Services are required to receive certain ILS services such as: response time troubleshooting and RFID/self-check and sorter response time support, peripheral devices associated with the ILS.**

2. With the exception of services offered at no charge to SCLS member libraries, the Library will pay a share of the total cost of the specific technology services selected in Section 1 above. The total cost shall include all sums required to cover expenses to be incurred by SCLS during the next year in providing the functionality as selected by the Library, including, without limitation, all operating, maintenance, and contractual expenses, and capital costs such as the purchase of substitutions, replacements, improvements, and additions to the components. Additional PCs, not included in the previous year's count, will be charged a pro-rated PC maintenance fee for the remainder of the year in which they are purchased. These costs shall be determined through the annual budgeting process, culminating in the adoption of an annual budget by the SCLS System Board of Trustees. The amount of Library's share of costs due under this Agreement will be calculated based on the cost formula adopted by the SCLS Board of Trustees on or before July 1, 2014. Changes may be made to the cost formula in subsequent years by similar action of the SCLS Board of Trustees on or before July 1 of the year preceding the budget year to which the formula will be applied.
3. The role of SCLS is limited by its statutory obligations to provide specific technology services to member public libraries within its territory and any contribution to the services offered must be consistent with its statutory responsibilities to support and extend resource sharing.
4. SCLS will continue to contribute to the support of services described in this Agreement at an amount and in a manner guided by the Administrative Council and ratified by the SCLS Board of Trustees.
5. Libraries participating in any services requiring fees selected in Section 1 of this Agreement shall vote annually to approve the related fees for the following fiscal year at the All-Directors' meeting held in July. This meeting will be noticed to all parties at least one month before the scheduled date of the meeting. Votes for each service shall be allocated as follows: a maximum of one thousand (1,000) shares or votes shall be allocated to Libraries participating in each service based on their share of the current year's operating budget for that service. A quorum

of 51% of the libraries participating in each service controlling 51% of allocated votes must attend the meeting or vote by proxy for action to be taken; libraries may attend and vote at such meetings by telephone or video conference. A super majority of 75% of all votes cast and 75% of the libraries in each service must be present or by proxy for passage of the fees. SCLS will not be responsible for performance of services if fees are not approved or timely paid.

6. On or before August 1st of each year, the Library will be informed of its share of the cost for each selected service for the calendar year following. Invoices for each year shall be issued by SCLS by January 31 of the year, with total payment due from the Library within sixty days.
7. SCLS agrees that all existing or future funds generated by SCLS ILS, Network Services, PC Support, or Infrastructure, including the annual SCLS contribution, will be allocated to that specific service fund. Operating funds not expended in one fiscal year will carry forward for future use, according to its originally-designated purpose. SCLS will receive all interest earnings on deposited funds designated for these services to help offset overhead costs associated with service management. The SCLS policy on investments, adopted by the SCLS Board of Trustees 3/10/2008, governs investment strategy. SCLS agrees to notify the Administrative Council in the event that the SCLS Board of Trustees considers materially amending said policy.
8. The ILS Committee has adopted or may from time to time adopt rules and policies for the operation of the ILS. The Technology Committee has adopted or may from time to time adopt rules and policies for the operation of Basic Services, Network Services, PC Support, and Infrastructure. The Library agrees to adhere to the rules and policies applicable to any and all selected services. SCLS may enforce these rules and policies by charging the Library for reasonable costs related to non-compliance or exercise other enforcement measures up to and including cessation of services to the Library. Without limiting the foregoing or any other term of this Agreement, Library is responsible for maintaining, and shall maintain, reasonable and not less than industry-standard security practices. Without limiting Library's obligations, Library shall comply with all security or network instructions or recommendations provided by SCLS.
9. NOTWITHSTANDING ANY OTHER TERMS OF THIS AGREEMENT OR ANY OTHER COMMUNICATIONS BETWEEN THE PARTIES, ALL SERVICES ARE PROVIDED "AS-IS" WITH NO WARRANTY OF ANY KIND, INCLUDING WITHOUT LIMITATION ANY IMPLIED WARRANTY OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, OR NON-INFRINGEMENT. SCLS WILL NOT BE RESPONSIBLE FOR ANY INCIDENTAL, CONSEQUENTIAL, INDIRECT, PUNITIVE, EXEMPLARY OR SPECIAL DAMAGES ARISING OUT OF OR RELATING TO THE PERFORMANCE OF ANY SERVICES HEREUNDER. UNDER NO CIRCUMSTANCES, INCLUDING WITHOUT LIMITATION ANY NEGLIGENT ACTION OR INACTION OF SCLS OR ITS EMPLOYEES OR AGENTS, WILL SCLS BE RESPONSIBLE FOR, OR INCUR ANY LIABILITY TO, LIBRARY OR ANY THIRD PARTY IN EXCESS OF THE LESSER OF (i) THE FEES, IF ANY, ACTUALLY PAID TO SCLS BY LIBRARY FOR THE SERVICE GIVING RISE TO LIABILITY (EXCLUDING ANY PASS-THROUGH CHARGES) DURING THE THEN-CURRENT YEAR, OR (ii) \$1,000.

The parties agree that the limitations of liability set forth in this section and this Agreement represent a reasonable allocation of risk that is necessary for SCLS to be able to provide the services at issue.

10. SCLS will, in its reasonable discretion, use reasonable efforts to compel vendors to comply with contract terms and provide satisfactory performance, and will provide reasonable cooperation to Library to communicate problems or issues to vendors, to the extent allowed under SCLS's contracts with its vendors. NOTWITHSTANDING THE FOREGOING OR ANY OTHER TERM OF THIS AGREEMENT, THE PARTIES AGREE THAT SCLS IS NOT RESPONSIBLE FOR, AND SHALL HAVE NO LIABILITY FOR, THE FAILURE OR LACK OF PERFORMANCE OF ANY VENDOR WITH WHOM IT CONTRACTS TO PROVIDE ANY SERVICES UNDER THIS AGREEMENT, OR ANY PRODUCT, SOFTWARE OR EQUIPMENT ASSOCIATED WITH OR USED IN RELATION TO SERVICES PROVIDED UNDER THIS AGREEMENT, WHETHER SUCH PRODUCT, SOFTWARE, OR EQUIPMENT IS OWNED BY SCLS, THE LIBRARY, OR OTHERS. SCLS RESELLS AND PASSES THROUGH ANY EQUIPMENT OR PRODUCTS PURCHASED BY LIBRARY (COLLECTIVELY, AND INCLUDING ANY THIRD-PARTY SERVICES, "PRODUCTS") ON AN "AS IS, WHEN AVAILABLE" BASIS. EACH OF THE PRODUCTS MAY BE SUBJECT TO APPLICABLE WARRANTY, END-USER LICENSE, INTELLECTUAL PROPERTY INDEMNITY OR OTHER TERMS AVAILABLE FROM THE ORIGINAL EQUIPMENT MANUFACTURER ("OEM") OF THE PRODUCT. SCLS MAY, TO THE EXTENT PRACTICABLE, PASS APPLICABLE WARRANTIES, LICENSES, INDEMNITIES AND SUCH OTHER TERMS AS MAY APPLY FROM THE OEM THROUGH TO LIBRARY. SCLS AND LIBRARY HEREBY EXPRESSLY DISCLAIM ALL OTHER WARRANTIES AS TO PRODUCTS, WHETHER WRITTEN, ORAL, EXPRESSED, OR IMPLIED INCLUDING, WITHOUT LIMITING THE GENERALITY OF THE FOREGOING, ANY WARRANTY OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, TITLE, AND NON-INFRINGEMENT. IN ADDITION, SCLS DOES NOT REPRESENT OR WARRANT THAT ANY PRODUCT, INCLUDING HARDWARE, SOFTWARE OR THIRD-PARTY SERVICES, WILL BE FREE FROM ERRORS, DEFECTS OR INFRINGEMENT. IN NO EVENT SHALL SCLS, ITS AFFILIATES, OR THEIR RESPECTIVE TRUSTEES, DIRECTORS, OFFICERS, AGENTS OR EMPLOYEES, BE LIABLE TO LIBRARY OR ANY OTHER PARTY FOR ANY REASON, WHETHER IN CONTRACT OR IN TORT, FOR ANY DAMAGES ARISING OUT OF OR BASED UPON PERFORMANCE OF, OR DAMAGES CAUSED BY PRODUCTS (INCLUDING THOSE RELATED TO CLAIMS OF INFRINGEMENT UPON A PROPRIETARY RIGHT OF A THIRD PARTY) SOLD OR RESOLD BY SCLS. FOR THE AVOIDANCE OF DOUBT, LIBRARY ACKNOWLEDGES THAT ITS SOLE RECOURSE FOR ANY DAMAGES ARISING OUT OF OR BASED UPON PERFORMANCE OF, OR DAMAGES CAUSED BY PRODUCTS RESOLD UNDER THIS AGREEMENT SHALL BE AGAINST THE OEM OF THE APPLICABLE PRODUCT.

11. All data created and stored on the ILS shall remain the shared property of SCLS and the libraries receiving applicable ILS Services for the term of this Agreement. Decisions regarding methods and standards for the creation, maintenance, purging, or archiving of data and/or the ability of member libraries to alter such data shall be made by SCLS, as advised by the ILS Committee, and

shall be binding on all participating member libraries. The Library shall have a right to a copy of its own data, subject to availability and feasibility and provided it reimburses SCLS for the actual cost of extraction and duplication of the data. Upon request from the Library, SCLS will provide an estimate of the cost of extraction and duplication of the data. Library is responsible for backup of its own data and network/systems.

12. SCLS shall have no responsibility or liability for or arising from any loss of data or by Library or arising from any Library equipment, network, or system. IN ADDITION TO AND WITHOUT LIMITING ANY OTHER EXCLUSION OR LIMITATION OF SCLS'S LIABILITY UNDER THIS AGREEMENT, THE PARTIES ACKNOWLEDGE THAT DIGITAL SYSTEMS AND NETWORKS ARE BY THEIR NATURE IMPOSSIBLE TO SECURE COMPLETELY AGAINST INTRUSION, HACKING, OR SECURITY INCIDENTS. SCLS IS NOT, TO THE FULLEST EXTENT ALLOWED BY LAW AND INCLUDING WITHOUT LIMITATION ACTS OR LIABILITY ARISING FROM OR RELATED TO THE NEGLIGENCE OR INTENTIONAL MISCONDUCT OF SCLS OR ITS EMPLOYEES OR AGENTS, RESPONSIBLE OR LIABLE FOR ANY DAMAGES, LOSS (INCLUDING DATA LOSS), DIRECT OR INDIRECT DAMAGES OR OTHER LIABILITY OF ANY FORM OR NATURE ARISING FROM OR RELATED TO ANY ACTS OF HACKING, SYSTEM INTRUSION, "RANSOMWARE," OR OTHER SIMILAR ACTS OR INCIDENTS OF MANIPULATION OR MISUSE OF ANY NETWORKS, EQUIPMENT, OR SYSTEMS RELATED TO THIS AGREEMENT.
13. The purchase price of the remote site components installed at the Library (including but not limited to workstations, printers, and scanners) together with all expenses incurred with their installation, related internal wiring and connections, shall be paid by the Library. The Library holds title to equipment purchased under this section. Minimum standards/specifications for such remote site components shall be established and updated by SCLS, subject to adoption by the Technology Committee.
14. Network equipment purchase, replacement and maintenance shall be managed by SCLS, with payment by Library as applicable.
15. The Library will provide written notice to SCLS of any changes in the services selected under this Agreement, with such notice to be provided on or before August 15 of each year, with changes to services to be effective the next calendar year.
16. This Agreement shall remain in force and shall be automatically renewed and extended for terms of one year indefinitely, unless and until terminated by either party. Either party may withdraw from participation in this Agreement effective as of the end of any calendar year by notifying the other party in writing by August 15 of that year. If SCLS ILS services are terminated, the Library agrees to return all borrowed materials to the owning library or pay the respective replacement costs to the owning library and to pay SCLS for the actual cost of purging data unique to that library from the SCLS ILS and for reconciling any transactions (including but not limited to holds). Upon request from the Library, SCLS will provide an estimate of costs

associated with purging the data and reconciliation of transactions. If SCLS Network Services are terminated, the Library agrees to pay SCLS the actual costs of any internet or other service provider contracts which provide connectivity to the Library and whose terms extend beyond the withdrawal date.

17. Should SCLS withdraw from participation in this Agreement, SCLS agrees that any unspent funds accumulated for the operation or development of Infrastructure, Network Services, PC Support and/or ILS Services will be turned over to an organization, or organizations as agreed by all current participating members using the voting structure and methodology established in section 5.
18. The Library's services selected under this Agreement may be terminated by SCLS, with consent of the Administrative Council, for failure to adhere to the terms of this Agreement.
19. SCLS, in consultation with the Administrative Council, shall review this Agreement annually. Amendments, once proposed by the Administrative Council and adopted by the SCLS Board of Trustees, will be incorporated into a new contract that will be offered to the Library by August 1st to be effective as of the next renewal term.
20. Nothing in this Agreement waives the rights or protections of either party granted in Section 893.80 of Wisconsin State Statutes, or any other statute, law, or regulation.
21. This Agreement represents the complete agreement of the parties, and supersedes any written or oral communications relating to the subject matter hereof unless expressly incorporated herein by reference.

[Signature page follows]

SOUTH CENTRAL LIBRARY SYSTEM

System Director

Date

System Board President

Date

LIBRARY

Library Director

Date

Library Board President

Date

Adopted April 27, 2023 by the SCLS Board of Trustees