

AGENDA

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

Wednesday, September 2, 2020, 6:30 p.m.
Library Community Room

Due to the COVID-19 pandemic, the Library Board of Trustees will hold its meeting in person and as a virtual meeting. The Library Board of Trustees will meet at the Verona Public Library, 500 Silent Street but some members of the Library Board of Trustees and Staff will join the meeting by using Zoom Webinar, as described immediately below.

Members of the public can join the meeting using Zoom Webinar via a computer, tablet, or smartphone, or by calling into the meeting using phones, as described immediately below. Those requiring toll-free options are asked to contact the Verona Public Library for details prior to the meeting at sburkart@ci.verona.wi.us or 608-845-7180.

Join the meeting via computer, tablet, or smart phone:

<https://zoom.us/j/92406921040>

Webinar ID: 924 0692 1040

Join the meeting via phone by dialing:

+1 (646) 558-8656

Webinar ID: 924 0692 1040

The online meeting agenda and all support materials can be found at veronapubliclibrary.org or www.ci.verona.wi.us. In addition to the public, some Library Board of Trustee members and Staff will also be participating remotely. Anyone with questions prior to the meeting may contact the Library at (608) 845-7180 or sburkart@ci.verona.wi.us.

Call to order

- Approval of the Regular Meeting Minutes of 8/5/20
- Review and approval of August 2020 invoices
- City Council Liaison's report
- Library Director's report
- Old Business
 1. Discussion and possible action regarding phased library re-opening plan due to COVID-19
 2. Discussion and possible action regarding the 2021 library operating budget
- New Business
 1. Annual Library Board Officer Elections to elect a President, Vice-President, and Secretary
 2. Discussion and possible action regarding the Library Assistant II – Technical Services job description
 3. Discussion of library services during the November 3 election

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

Wednesday, August 5, 2020, 6:30 p.m.
Library Community Room

Present: Hopp, Conwell, Sohail, Cronin, Kurth, Burkart
Virtual Participants: Ryan, Huemmer

Call to order:

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

Approval of Minutes:

A motion was made by Kurth, seconded by Huemmer to approve the Regular Meeting Minutes of 07/01/2020 as amended. Motion carried.

Review and Approval of Invoices:

A motion was made by Huemmer, seconded by Conwell to approve the July 2020 invoices. Motion carried.

Public Comments:

None

City Council Liaison Report:

Cronin reported that the city council planning for next year's budget has started. She also updated the board regarding the proposed Costco construction on the southwest side of the city. She further added that there is a proposal for review by the city council for a new middle and high school on Main Street.

Library Director's Report:

Burkart reported that Verona Public Library remained the busiest library in SCLS. She also updated the board that there were 29,000 items circulated this month which is 10,000 more than any other library in the system. She informed the board that now there is a return reminder sent to the patrons 14 days prior to the due date instead of 7 days. There has been great feedback from the community for the librarian choice form and virtual story time. Curbside pickup is going steady with 30 appointments a day. She also added that the new library assistant who was recently hired will be joining soon. Burkart informed about the updated recommendation from DPI regarding the quarantining process for the glossy material for 24 hours more than other material. Summer reading program participants are half this year as compared to the last year number. She also updated the board about the STEM craft and do-at-home bags that will be issued for STEM virtual classes. There will be a representation from the library at the pop-up event hosted by Wisconsin Brewing Company in late August.

Old Business:

- 1. Discussion and possible action regarding phased library re-opening plan due to COVID-19:** The board discussed the possibilities and scenarios for phased re-opening for the library and decided to stay in the same phase for the next month. The board discussed the challenges of exam proctoring in study room and newspaper usage in the library. They further discussed the scenario for students needing the Wi-Fi and other services after the schools open in September. The board agreed on reaching out to the schools' administration to lend the supportive services our library can provide.

2. Discussion and possible action regarding annual library director evaluation:

The Library Board convened in closed session at 7:50p.m. to conduct the Library Director's performance evaluation made possible under Wisconsin State Statute 19.85(1)(c). Hopp called the meeting to convene in closed session by reading the following, "*At this time, the Verona Public Library Board intends to go into a closed session for the purpose of the Library Director's performance evaluation. Wisconsin State Statute 19.85(1)(c) allows for a closed meeting on this matter. After the closed session, the Verona Public Library Board will reconvene in the same location. At this time, a motion is needed and a roll call vote must be taken to meet in closed session.*" At 7:50 p.m., a motion was made by Sohail, seconded by Cronin, to convene in closed session. A roll call vote was taken from the board members: Hopp, Sohail, Cronin, Conwell, Kurth, Huemmer. Motion carried.

At 8:14 p.m., a motion was made by Cronin, seconded by Kurth, to reconvene in open session. Motion carried. A roll call vote was taken from the board members: Hopp, Sohail, Cronin, Conwell, Kurth, Huemmer. Motion carried.

New Business:

- 1. Discussion and possible action regarding the 2021 library operating budget:** The board identified and discussed the budget ideas such as reclassifying one existing library assistant position, increasing one library page II hours, increasing funds for online resources and e-books, creating new seating in the children's area, outdoor seating, increasing program budget, display screen and roller shades replacement in the community room, lactation pod installation, increasing book and audio book budget and Green Team projects. The board members decided to rank the items according to individual preference. It was tabled for further discussion until the next board meeting.
- 2. Discussion and possible action regarding the Ripple Project Memorandum of Mutual Accountability for Dane County libraries:** A motion was made by Conwell, seconded by Kurth, to approve the Ripple Project Memorandum of Mutual Accountability for Dane County libraries. Motion carried. President Hopp signed the agreement.

Adjournment: Meeting adjourned at 8:15 p.m.

VERONA PUBLIC LIBRARY
DIRECTOR'S REPORT
August 2020

I. Collection Development

Number of items added and deleted in July 2020.

Item Type	Added	Deleted
Books	795	149
Audio	64	1
Software	0	0
Video/DVD	36	1
Other (kits, etc.)	0	1
Magazines	104	639
TOTAL	999	791
YTD	6559	3887

II. Circulation

Our circulation of library materials continues to increase, in June we checked out approximately 25% as many books as a typical month but in July that increased significantly and we checked out approximately 50% as many books.

July Statistics

Self-check-outs	14,340
Total check-outs	29,609
Self-check-outs vs. desk	64.19%
July 2019 vs. July 2020	-50.23%
Check-ins	30,095
Library cards added	58
Holds placed	15,910

Curbside pick-up:

The library continues to offer curbside pick-up appointments between 10:00 – 12:00 pm and 4:00 – 6:00 pm daily. The past month we averaged 23 curbside pick-up appointments per day, which was down from an average of 31 appointments per day in June & July. We expect that demand may increase when we launch online self-scheduling in early September.

III. Reference

Outerlibrary loan, the lending and borrowing of books from libraries outside of South Central Library System, resumed on August 3 after shutting down in March due to the pandemic.

Statistics:

Reference: 763 transactions
Children's Reference: 1008
Librarian's Choice requests: 238
Proctoring: n/a
Outer Library Loans: 30
One-on-One Instruction: 38
Personal Archiving Lab Sessions: n/a

Social Media Engagement:

Facebook: 3,323 followers, 66 posts/events
Twitter: 1,739 followers, 29 tweets
Instagram: 1,196 followers, 8 posts
Events Email Newsletter: 11,958 recipients

IV. Personnel and Staff Development

Siri Amundsen was promoted from a Library Page to a Library Assistant on August 10.

Several staff members participated in the Ryan Dowd webinar: "COVID: How to Deal with Problem Behaviors Related to COVID-19."

Youth services staff participated in several SCLS virtual meetings and the following webinars:

"Book Club Picks: Online and In Person"

"Healing Reading Trauma"

"Wisconsin Hour of Power"

"Books for All: It's Time to Redefine How We Share Books With Kids"

V. Equipment and Physical Facilities

The library received a quote from 1901, Inc. to add an air purification system for our HVAC system (needlepoint bipolar ionization). This system would purify the air by eliminating airborne particulates, odors, and pathogens. Stacey is working with the city to see if CARES funding could be used to add an air purification system or if there are other alternatives to improve the indoor air quality and increase staff and public safety.

Both the phone system and the door access software crashed the week of August 24. The phone lines have been repaired and a service technician is scheduled to fix the door problems.

VI. Administration and Internal Operations

Online self-scheduling of curbside pick-up appointments using Capira software is scheduled to launch to the public the week of September 8.

VII. Marketing and Public Relations

Luke created 81 graphics for upcoming events and library resources and created promotional materials for the Wolves in the Wildlands exhibit.

VIII. System and Interagency Cooperation

Our neighboring libraries Madison Public Library and Mount Horeb Public Library eliminated library fines this month.

IX. Fundraising

The library participated in the Monday Market Night at Wisconsin Brewing Company on August 24. Library staff members handled out menus and brought food orders to people in their cars. One of the menu items was a suggested donation to the library endowment fund and we'll find out shortly how much money was raised at this event.

X. Events, Programs and Exhibits

Kid's Events and Programs:

Summer Story Time, June 15 – August 7

Partway through this session we started collecting a new statistic, peak live viewers, so those totals aren't applicable at this time, only their averages. It should also be noted that each view would actually be two people (a caregiver and child) and sometimes more.

Everybody Story Time (Mary) – Tuesdays at 9:30 a.m.

Average total views per story time: 252

1-minute views: 202

Average peak live view: 12

Toddler Story Time (Julie) – Wednesdays at 9:30 a.m.

Average total views per story time: 204

1-minute views: 197

Average peak live: 9

Preschool Story Time (Leah) – Thursdays at 9:30 a.m.

Average total views per story time: 214

1-minute views: 191

Average peak live: 9

Sensory Story Time (Marissa) – Fridays at 9:30 a.m.

Average total views per story time: 225

Average 1-minute views per story time: 20

Average peak live: 8

Baby Story Time (Christi) – Fridays at 10:30 a.m.

Average total views per story time: 239

1-minute views: 89

Average peak live: 8

StoryWalk

We are featuring our third title on the StoryWalk, "After the Fall" by Dan Santat. We have received approval from Dane County Parks to feature two more books on the StoryWalk path this fall.

Tween D&D

Kids ages 8 – 11 play D&D online.

July 24 – attendees: 4

August 6 – attendees: 4

August 10 – attendees: 4

August 18 - attendees: 4

Fairy Tale STEAM

Participants picked up the supplies for this program in advance through curbside service or inside the express library, then followed along with Mary as she directed the craft, plus read a book.

July 28 – 251 views, 30 1-minute views, 834 reach, 8 peak live views

August 11 – 239 views, 25 1-minute views, 786 reach, 13 peak live views

Tween Craft

Participants picked up the supplies for this program in advance through curbside service or inside the express library, then followed along with Mary and Leah as they directed the craft (also for teens).

July 29 (Sunprint paper) - 25 bags to tweens, 386 views, 33 1-minute views, 804 reach, 19 peak live views,

August 12 (Circle weaving and string art) – 39 bags to tweens, 556 views, 58 1-minute views, 1,000 reach, 24 peak live views

Read It and Eat

This monthly book group for ages 8-11 requires registration. Participants join through zoom, discussing the book and enjoying the snacks and activities provided in advance. Amy led the discussion of the book “Where the Mountain Meets the Moon” by Grace Lin; participants did activities and enjoyed fortune cookies and rice crackers.

August 20 - Where the Mountain Meets the Moon by Grace Lin – 9 participants

Open Art

Mary prepared themed craft bags for ages 2 – 11, which could be picked up through curbside service or inside the express library. Participants then followed along with Christi as she explained the craft and told a related story.

August 3 (Dragons) – 416 views, 20 1-minute views, 716 reach, 8 peak live views, 60 bags distributed

August 17 (Unicorns) – Facebook views and reach numbers are incorrect, 21 peak live views, 110 bags distributed

Minecraft Club

Dusty has set up a Minecraft server to provide a virtual Minecraft Club for ages 6 - 11. One is a Java version for PC and Mac, and the other is a Bedrock version for tablets and phones.

August 5 - attendees: 19

August 19 - attendees: 18

Choose your Own Adventure

Mary read a choose your own adventure story and participants chose the path via the viewers’ comments on Facebook Live.

August 4 – 171 views, 9 1-minute views, 621 reach, 4 peak live views

Pajama Story Time

Amy pre-records a story time, housed on YouTube, to be shared in the evening every other week.

August 5 – 17 30-second views, 605 reach

Tween Escape Room

Ages 8 – 11 work together to solve puzzles and open locks via Zoom.

July 24 – attendees: 5

August 14 - attendees: 3

Performers:**Nickey Fynn magic show**

Thursday, July 30, 1:30 p.m.

Nickey Fynn filmed his show live from our quiet reading room. Despite a few times when the lighting made it hard to see a trick's details, the show was entertaining and well-attended, with many comments from viewers. Nickey is easy and fun to work with.

383 views, 57 1-minute views, 1126 reach, 23 peak live views

Leonardo music show

Thursday, August 6, 1:30 p.m. (available through the end of summer for viewing)

Leonardo's show is available through a vimeo link we posted on August 6. While it is a quality recording, the views reflect how much other similar content is available online; this would have been much better as a live show.

17 views, 479 reach

Summer Reading Program –

Registrations as of August 22:

Total - 1549 (Active readers, those who have logged minutes = 1169)

Adult - 385

Teen - 147

School-age/PreK - 868

Baby/Toddler – 127

Total minutes logged - 1,410,713

A full report of summer reading program data will be included after the program finishes in the September monthly report.

Upcoming Kids' Events

Virtual Story Times – Our fall story time schedule will begin on September 1 and will end on October 23 (8 weeks). Each story time will remain available for viewing for a week.

Everybody Story Time (Marissa) – Tuesdays at 9:30 am

Toddler Story Time (Julie) – Wednesdays at 9:30 am

Preschool Story Time (Leah) – Thursdays at 9:30 am

Sensory Story Time (Mary) – Fridays at 9:30 am

Baby Story Time (Christi) – Fridays at 10:30 am

StoryWalk

We plan to feature two more books through mid-November, one about fall and one featuring diverse characters.

Minecraft Club: Java Edition

Wednesday, September 2, 1:00 – 2:00 pm

Wednesday, September 23, 4:00 – 5:00 pm

Minecraft Club: Bedrock Edition

Wednesday, September 2, 2:00 – 3:00 pm

Wednesday, September 23, 4:00 – 5:00 pm

Join VPL Youth Services on our very own Minecraft Server! Explore, build, and play in a safe and secure

Minecraft world! Connect with Dusty and Mary to work on collaborative projects and explore an all-new map with exciting biomes and treasures.

Family Story Time

Thursdays, September 10 and 24, 7:00 – 7:30 pm

Join this fun virtual family story time! We will read stories, sing songs, and do some movement activities. All ages.

Character Craft Mondays

Monday, September 14, 3:00 – 3:30 pm: Superheroes

Monday, September 28, 3:00 – 3:30 pm: Daniel Tiger

Tune in and get creative with different art projects each week. Ages 2 - 6.

Replacing summer's open art, participants pick up the supplies for this program in advance through curbside service or inside the express library, then follow along with Christi as she directs the craft.

Tween D&D

Tuesdays, September 15, 22, and 29, 3:45 – 5:15 pm

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

Dusty runs this program for ages 8 -11 from his home. Tweens are split into two groups, each meeting on opposite Tuesdays.

Tween Craft: Reminder Board and Desk Organizers

Thursday, September 16. 4:00 – 5:00 pm

Participants pick up the supplies for this program in advance through curbside service or inside the express library, then follow along with Mary and/or Leah as they direct the craft. Every other Wednesday afternoon. Ages 8 – 11.

Fandom Makers: Harry Potter

Monday, September 21, 3:00 – 3:30 pm

New for fall, Mary will create craft bags based on different fandoms (i.e., Harry Potter, Disney) and will lead the making of the crafts on Facebook Live. Every other Monday afternoon. Ages 6 – 11.

Daniel Tiger Story Time

Monday, September 28, 9:30 – 10:00 am

Enjoy stories, songs, activities about Daniel Tiger, and a special guest! New this fall, Marissa and Mary will present a special character-based virtual story time once a month on Monday mornings.

Tween Book Club: Diary of a Wimpy Kid

Thursday, September 17, 4:00 – 5:00 pm

Discuss the Diary of a Wimpy Kid series, plus enjoy activities and snacks related to the books. Ages 8 - 11. Replacing Read It and Eat from the summer, Mary and Amy will lead a discussion about a favorite author or series (no special reading required in advance). Bags will be created and distributed with related activities, crafts and snacks.

Teen Events:

Teen D&D (2 groups)

Wednesdays, 3:30 – 5:00 pm

Using a virtual platform, teens played Dungeons and Dragons, a cooperative adventure game based on storytelling and dice rolling.

July 29; Attendees: Tech issues, rescheduled to Aug. 26

August 5; Attendees: 5

August 12; Attendees: 7

August 19; Attendees: 6

Teen Craft

Wednesdays, 1:30 – 2:30 pm

Teens and tweens picked up craft supplies from the library and then followed along with a live video, so they could ask questions, interact, and listen to Mary and Leah answer “Would You Rather” questions.

July 29; Teen Attendees: 8 (Sun spirals and sun print paper)

August 12; Teen Attendees: 4 (circle weaving and string art)

Teen Escape Room

Friday, August 14, 2:00 – 2:45 pm

Teens worked as a team to open virtual locks by solving clues, while learning about subatomic particles – their mass, location, and charge – and understanding more about the periodic table.

Attendees: 3

Teen Challenges

A new challenge begins every week, but you have two weeks to enter each challenge.

Submissions will be entered into a drawing at the end of each challenge, and the winner chooses a \$35 gift card from a few local business options!

#5: Foley Sound Effects – make your own sound effects to a short royalty-free video. Participants: 1

#6: Recycled Cosplay – make cosplay out of random stuff from home, including recyclables. Participants: 0

#7: Photo Scavenger Hunt – upload images from a scavenger hunt. Participants: 2

Upcoming Teen Events:

Teen D&D (Alternating Groups 1&2)

Thursdays, 4:00 – 5:30 pm

Teen Watercolor

Wednesday, September 9, 4:00 – 5:00 pm

While socializing, explore different watercolor techniques together after receiving a kit from the library.

Teen Escape Room

Tuesday, September 15, 4:00 – 5:00 pm

Ages 12-18. Work as a team to solve puzzles and open virtual locks!

Teen Craft

Wednesdays, September 16 & 30, 4:00 – 5:00 pm

Pick up craft supplies from the library, and then follow along with a live video, so you can ask questions, interact, and listen to Mary and Leah answer “Would You Rather” questions.

Teen Writing Club

Monday, September 21, 4:00 – 5:00 pm

Join other teens for a social workshop where you can work on craft, share stories, and get feedback from other aspiring authors.

Teen Gaming

Wednesday, September 23, 4:00 – 5:00 pm

Play virtual party games – like Jackbox and Codenames – online with other teens.

Take-home Escape Room

Tuesday, September 29, time (if applicable) TBD

Grab a pre-packaged escape room from the library and set it up in your own home!

Adult Classes & Events:

Virtual Adult Summer Reading Program

June 15 – August 31

New this year, an all-online Summer Reading Program! Register starting June 15 and start logging at home with our online reading log. Read and log your books and be automatically entered into a drawing for prizes including \$50 gift cards at area businesses. Drawings will be held on September 1. We will notify winners by email or phone. Win a gift certificate from: AJ's Pizza and Diner, Culver's, El Charo, Icki Sticki, Jordandal Cookhouse, North and South Seafood and Smokehouse, Pizza Ranch, Sow's Ear, Sugar River Pizza, Tuvalu Coffeehouse.

Registration to date: 385

Grilling Basics – Virtual

Wednesday, August 5

Sarah Agena, Consulting Dietician of the Wisconsin Beef Council, demonstrated how to make grilling easy and recipes.

Attendance: 16

News, Fake News, and Spin - Virtual

Wednesday, August 19, 6:30 - 7:30 pm

Michael Edmonds discussed the tech giants, Big Data, and how they try to sway our opinions and change our behavior. He explained how bias, propaganda, fake news, and disinformation work. He also showed how to fact-check stories and find trustworthy sources.

Attendance: 20

Upcoming Adult Classes and Events:

Distance Learning English Classes for Adults

Mondays, September 14-November 2, 6:00 - 8:00 pm

Participants will learn English speaking and communication skills. Topics include talking about family, health, communicating at work, meeting with your child's teacher, phone calls, small talk, and more. Students will receive free English textbooks, at their level, in the mail. The textbook will be used for class and weekly homework. This class is presented in partnership with the Literacy Network. For more information and to sign up, call the Literacy Network at 608-244-3911. This class will be presented via Zoom.

Conservation of a Recovered Population of Gray Wolves in the Great Lakes Region – Virtual

Thursday, September 10, 6:30 - 7:30 pm

The recovery of gray wolves in the Great Lakes region is a conservation success story, although not without controversy. Tim Van Deelen, PhD., Professor of UW-Madison Forest and Wildlife Ecology, will review the history of wolf recovery, talk about how our understanding of wolf biology changed during recovery, and show how research addresses both the conservation of the region's top predator and the controversies it generated. Presented in partnership with UW-Madison Badger Talks.

Coyotes and Red Foxes in the City - Virtual

Tuesday, September 15, 6:30 - 7:30 pm

The UW Urban Canid Project has been live trapping and radio collaring coyotes and red foxes in Madison since 2014. David Drake, Ph.D., professor and Extension Wildlife Specialist at UW-Madison, will explain why these animals live in urban areas and share the methods they use to study these fascinating animals. He will also share some of their results to date that seem to be unique to urban coyotes and red foxes relative to their non-urban cohorts.

Wolf 101 – Virtual

Thursday, September 17, 6:30 - 7:30 pm.

The International Wolf Center staff will cover the basics of gray wolf biology and behavior: including where wolves live, what they eat, and how they have adapted to different environments. This interactive program is a great introduction to the world of gray wolves.

Wolf Ecology - Virtual

Wednesday, September 23, 6:30 - 7:30 pm.

Using the gray wolf as an example, International Wolf Center staff will introduce you to basic concepts in ecology and the various interactions that these apex predators have with other animals. Gray wolves are just one animal in their ecosystem, but they can have a large impact on other creatures around them.

American Wolf: A True Story of Survival and Obsession in the West: Book Discussion - Virtual

Thursday, September 24, 6:30 - 7:30 pm

American Wolf by Jason Blakeslee, is a story of the reintroduction of wolves into Yellowstone National Park and its aftermath. The book focuses on matriarch O-Six, who raises three generations of wolves in Yellowstone. Copies are available at the service desk.

Wolf Pup 101 - Virtual

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

Ever wondered what it's like to grow up as a wolf? Step into the shoes of our wolf care International Wolf Center staff and follow our ambassador wolves through their first year of life. You will learn the stages of pup development and what it takes to raise wolves at the International Wolf Center.

Arctic Wolves -- Virtual

Thursday, October 8, 6:30 - 7:30 pm.

The arctic is one of the harshest places on earth, but it still supports a complex ecosystem that includes an arctic subspecies of the gray wolf. Join the International Wolf Center staff and learn more about their very own arctic ambassadors, Axel and Grayson, and the ways they would interact with their prey and other animals.

Wolf Research - Virtual

Thursday, October 15, 6:30 - 7:30 pm.

Discover how wolf researchers have learned to track wolves. The International Wolf Center staff will look at the history and methods behind tracking wolves. We will explore the reasons why wolves are tracked, what radio telemetry is, and what information is gathered once they are found.

Wolves in Wildlands - Virtual

Thursday, October 22, 6:30 - 7:30 pm.

Gray wolves are an incredibly widespread species and can be found in many of Earth's ecosystems, from the desert to the arctic. In this program, the International Wolf Center staff will introduce you to different subspecies of the gray wolf from around the world and delve into the ways they have adapted to their environment.

Exhibits:

Wolves and Wild Lands in the 21st Century Traveling Exhibition

September 2 – October 28, 2020

Wolves and Wild Lands in the 21st Century is a timely exhibition about wolves and their closely related cousins, the red wolf and coyote. The story of wolves in North America takes us to many places, from the Arctic to the southwestern United States. And for every region where wolves thrive--struggle to survive--cultural and economic pressures continue to shape their existence. This exhibition provides a compelling, continental perspective on wolves today. Brought to you by the Verona Public Library Endowment Fund.

Outreach Events

Marissa presented a virtual story time to Once Upon a Time on August 5.

Attendance: 13

Marissa presented a virtual book group with Four Winds on August 18.

Attendance: 5

Marissa has done several book drop-offs for preschool teachers.

Mary wrote fun math problems with chalk on the sidewalks outside the library.

DRAFT Library Assistant II, Technical Services Job Description Verona Public Library

Typical Responsibilities of Position

Under immediate supervision of the Head of Technical Services and general supervision of the Head of Circulation Services and library management personnel, the Library Assistant II, Technical Services employee primarily catalogs library materials. They also provide direct customer service and perform circulation tasks as part of the Library Assistant weekend rotation.

Duties/Examples of Work

1. Performs copy cataloging of library materials using the Dewey Decimal System, Library of Congress Subject Headings, and other standardized library classification and organization systems.
2. Works with the Head of Technical Services to catalog library materials in a timely manner.
3. Efficiently and effectively organizes the magazine and newspaper collections for public use.
4. Evaluates the magazine collection based on use and makes new recommendations for purchase.
5. Processes, repairs, or reconditions library materials.
6. Attends SCLS Serials and Linking training, and User Group meetings.
7. Assists with collection maintenance, such as weeding and shelf-reading collections.
8. Performs service desk procedures, such as checking materials in and out, registering patrons, collecting fees, handling complaints, registering people for meeting/study rooms, etc.
9. Performs circulation tasks such as checking in deliveries of interlibrary loan materials, shelving holds, running the holds action list, and the expired holds list, pulling expired holds from the holds shelf, claiming periodicals, etc.
10. Requests interlibrary loan materials in conjunction with the Reference Librarian.
11. Assists patrons with routine reference and reader's advisory service.
12. Directs patrons to proper staff for more detailed reference and reader's advisory service.
13. Assists patrons with computer use and other mechanical operations of library equipment.
14. Assists with library programs as needed.
15. Performs light housekeeping.
16. Performs other duties as assigned.

Technical Abilities and Competencies

1. Ability to effectively present information and respond to questions from patrons and staff.
2. Ability to maintain confidentiality of library patron information.
3. Ability to follow detailed instructions.
4. Ability to maintain a regular work schedule.
5. Ability to gather statistics, analyze information and write reports.
6. Ability to operate library business machines properly.
7. Ability to operate library specific and typical office machines and equipment properly, including book processing equipment.

8. Ability to think creatively and to make thoughtful decisions using library policies and procedures as guides to solve unique problems within library operations.
9. Ability to use computer software and manage computerized files, including knowledge of databases and search methods.
10. Ability to work independently, organize and prioritize work, pay attention to details, respond to varied/changing work demands and make decisions as required.
11. Possess outstanding interpersonal skills and the ability to maintain and foster cooperative and courteous working relationship with the public, peers and superiors.
12. Ability to identify areas for improved service and recommend changes.
13. Ability to give input into decisions and support decisions once made.
14. Keyboarding and filing ability.
15. Ability to direct the work of Library Pages as needed.
16. Willingness to maintain skills in above-mentioned areas through active participation in appropriate continuing education activities and opportunities.
17. Professional use of English grammar and spelling.
18. Spanish language knowledge is a plus.

Physical Demands of the Position

1. Bending, twisting, reaching, sitting, standing, walking, stooping, kneeling, and crouching.
2. Keyboarding, writing, filing, sorting, shelving and processing.
3. Processing, picking up and shelving books
4. Lifting and carrying objects weighing 50 pounds or less.
5. Pushing and pulling objects weighing 300-400 pounds on wheels.
6. Reaching down to the ground and up to 80 inches in height with the aid of a footstool.
7. Near vision needed to read faded type, font size 12 or smaller on item labels, regular reading on computer monitors.
8. Far vision needed to observe patrons in need of assistance from a distance of 20 feet or further.
9. Occasional travel to meetings outside the library.

Mental and Interpersonal Requirements and Competencies

1. Ability to remain calm under pressure, empathize, and make decisions utilizing library policies and procedures.
2. Ability to apply technical knowledge.
3. Ability to comprehend and follow verbal and written instructions from supervisors.
4. Ability to identify problems and opportunities; review possible alternative courses of action before selecting one; utilize information resources available when making decisions.
5. Ability to interpret technical regulations, procedures, and instructions.
6. Ability to effectively communicate ideas and information both in written and verbal form.
7. Ability to calculate basic arithmetic problems (addition, subtraction, multiplication, and division) without the aid of a calculator.
8. Ability to effectively read and understand English language information contained in emails, memoranda, reports, bulletins, etc.
9. Ability to set priorities in order to meet assignment deadlines.

Environmental/Working Conditions

The environment is a busy public library whose patrons represent a socially, culturally, and economically diverse community. Work takes place in a normal office setting with moderate noise levels. Position may require daytime, evening, and weekend hours.

Equipment Used

Computers, Microsoft Office software, databases, audiovisual equipment, book truck, calculator, camera, cash box, mp3 players, iPads, iPods, e-book readers, copy machine, fax machine, library automation system, RFID software, barcode label maker, scanner, and telephone.

Education and Experience

1. At least two years of study at an accredited college, university or technical school.
2. Keyboarding and general office experience.
3. Two or more years of library experience is a plus.

2021 Operating Budget Ideas

1. Reclassify one existing Library Assistant I position to Library Assistant II, Technical Services.

This position has evolved over time from being primarily focused on customer service and circulation duties to primarily assisting with cataloging books and magazines. This position now only provides customer service during periodic weekend shifts. This position requires all the knowledge and training of a regular Library Assistant as well as the specific knowledge and training needed to catalog books and magazines.

Estimated cost: \$1620

2. Increase one Library Page II from 520 hours per year to 832 hours per year (from 10 to 16 hours week).

Increasing the number of hours per week for this position will help the library get new books out to the public more quickly. In addition to shelving library books, Library Page II employees are responsible for covering new books in protective plastic covers and attaching spine labels and stickers. As the library continues to increase the number of books we purchase annually, the need for more staff time to get those books ready for circulation also increases.

Estimated cost: \$3900

3. Increase funds for online resources and ebooks

During the pandemic, the already high demand for ebooks through OverDrive increased significantly. The library also recommends adding the online crafting resource CreativeBug, which costs \$1000 annually.

Estimated cost \$5000 - \$25,000

4. Create new seating area in children's area for older children

The northwest corner of the children's area is an ideal spot to add additional seating that would appeal to older children. The location is near the fiction, series, and graphic novel collections and farther away from the preschool play areas of the room. Adding seating in this corner would create a space for older children to sit and read or do homework.

Estimated cost: \$7500

5. Outdoor furniture/seating

Adding 3 to 4 commercial grade picnic tables would allow the public better make use of the library grounds and expanded outdoor wifi.

Estimated cost: \$3000

6. Increase program budget

An increase in the program budget would support a new initiative to encourage Summer Reading participation by purchasing & distributing yard signs to finishers of the program. Other libraries saw a +10% increase in program completion rates when they began a yard signs initiative. Additional funds would be used for anti-racism, diversity, equity, and

inclusion programming for the public or to bring in authors and speakers of color.

Estimated cost: \$8000

7. Screen for presentations and films in Community Room

Currently, the large whiteboard in the Community Room doubles as a screen for presentations and films. Because it has a shiny surface, there is a significant glare when anything is projected onto it. Ideally, a retractable screen would be installed to enhance the use of the room for programs. Some electrical work may be required.

Estimated cost: \$12,000

8. Replace large roller shades in Community Room

There are some holes in the existing roller shades. If we were to replace them, the new shades could be ordered slightly wider to allow them to be mounted on the outside of the window frame to better block the light for presentations and film.

Estimated cost: \$5000

9. Lactation pod

Currently, the library does not have a space that meets legal requirements for breastfeeding space for staff nor do we have any space to offer the public for breastfeeding. We have identified an area on the northeast side of the children's room where a Mamava lactation pod would fit. The pods are freestanding and include lighting, seating, and ventilation.

Estimated cost: \$15,000

10. Increase book budget

The library would like to increase the children and adult book budgets by 7%. Anticipating that life will not return to normal by early 2021, we would like to increase the amount of books in the walk-in collections as well as increase purchasing overall to meet community demands. We have been very successful in circulating materials even in the extraordinary circumstances of 2020.

Estimated cost: \$8900

11. Increase audio book budget

Children's audio-enabled books have taken over as the picture book and CD format has become obsolete. These books are very popular and we would like to increase our collection to meet demand.

Estimated cost: \$4000

12. Green Team projects

Ideas are still being generated for 2021 Green Team projects, but an incentive-based "Be Green Challenge" using the Beanstack software that was used for the Summer Reading Program is one strong idea.

Estimated cost: \$2000

Verona Public Library phased opening following the Forward Dane plan - DRAFT

Phase 1

- The library is closed to the public
- Continue to offer curbside pick-up of library materials by appointment
- Library programs and Summer Reading Program offered virtually

Phase 2 (Library entered this phase on June 15)

- The library is partially open to the public
- Capacity is 25 people in the building at one time, excluding staff in staff work areas.
- Self pick-up holds and self-check kiosks are available
- Closed stacks, a small browsing collection of new books & materials is available
- Computers, laptops, printer, fax machine, copier, and wifi are available
- Limited seating
- No study room or meeting room use
- Continue curbside pick-up of library materials by appointment
- Library programs and Summer Reading Program offered virtually

Expanded Phase 2

- Newspapers are available by request at the service desk
- Exam proctoring is available by appointment
- Personal Archiving Lab is available by appointment

Phase 3

- The library is open to the public
- Capacity is 40 people in the building at one time, excluding staff in staff work areas.
- Self pick-up holds and self-check kiosks are available
- Closed stacks, a small browsing collection of new books & materials is available
- Computers, laptops, printer, fax machine, copier, and wifi are available
- Limited seating
- Continue curbside pick-up of library materials by appointment
- Library programs and Summer Reading Program offered virtually
- Newspapers are available by request
- Exam proctoring is available by appointment
- Personal Archiving Lab is available by appointment
- No meeting room use, except for exam proctoring or Personal Archiving Lab use

Expanded Phase 3

- The Adult, Teen, and AV sections of the library are open to the public for browsing.
- The children's stacks remains closed initially, but browsing is available by appointment.
- Capacity is increased in relationship to the amount of square footage open to the public.
- Some study rooms are available if not in use by library staff or for furniture storage.

Phase 4

Return to normal operations and in-person programming.