

# Bridges Library System Staff Reports

## July 2024

### Karol Kennedy – Library System Director

**2025 Bridges Library System Budget:** I spent a great deal of time this month creating the preliminary draft of the Bridges Library System 2025 budget. As always, I am extremely grateful for the Bridges staff, especially Nicole Purifoy, and Waukesha County Senior Financial Analyst Josh Selje for their work in preparing the annual budget. APL will be discussing the draft budget at a meeting on Friday, July 12<sup>th</sup>. Any changes recommended by APL will be brought forward to the board for consideration at the Bridges Library System Board meeting on July 17<sup>th</sup>.

**2025 County Library Budgets:** As part of the county library budget process for both counties, I also review and approve adjacent county library requests. The deadline for requests was July 1<sup>st</sup>, so the county library budget request can't be finalized until after that date. The Jefferson County request will go to the Jefferson County Library Service Board for review later this month.

**New Bridges Library System Board Trustee:** I am pleased to welcome Amanda Golson as our newest library system trustee. Amanda was elected to the Jefferson County Board this past spring and will serve on both the Bridges Library System Board and the Jefferson County Library Service Board. Amanda is a teacher in the School District of Jefferson.

**Town Hall Library Board Presentation:** I had the opportunity to attend the Town Hall Library Board meeting to present an overview of county library funding and the Waukesha County minimum to exempt requirements for municipalities with libraries. Library trustees had lots of great questions on these somewhat complex topics.

### Mellanie Mercier – Automation Coordinator & Assistant Director

**IT Bell Ringing:** On July 3<sup>rd</sup> John Hinchey, Laura Zander and Ryan Mokolke visited for the bell ringing ceremony to mark the completion of the first phase of the Café Data Dashboard. The bell is a new IT tradition to mark the close of a project.



## Laurie Freund – Coordinator of Library Development

**Summer Offerings:** We have some upcoming meetings, meetups, and professional development opportunities this summer in our area:

- **Bridges Adult Services Meeting (July 30<sup>th</sup>):** We will have this as an in-person only meeting at Pewaukee Public Library from 1:00-2:00 pm for library staff working in adult services.
- **Ready for Reentry Webinar (August 13<sup>th</sup>):** Learn about online resources and programs you can point to that can help people who are returning to the community from jail or prison navigate the journey in areas that impact them the most such as housing, employment, education, and more. [Registration](#) is available.
- **SEWI Materials Processes Meetup (August 15<sup>th</sup>):** Geared toward staff who prepare and process materials in circulation and technical services areas, this regional meetup will enable people to discuss and share procedures, best practices, and discuss common issues. More [information and registration](#) is available.
- **SEWI Library Directors Retreat (August 23<sup>rd</sup>):** Registration is open for our annual regional retreat for public library directors. Sessions include topics such as HR laws, state report data, challenging conversations, and round table discussions on topics of interest. Lunch will be provided. An optional Wisconsin Trustee Training webcast session during the lunch hour will be offered. More [information and registration](#) is available.



### [Wisconsin Trustee Training Week](#)

August 19-23, 2024

12:00 noon – 1:00 pm each day

Registration is now open! We have a great lineup of webinars this year and I hope to see many of you and your trustees there. Webcasts will be recorded and made available afterwards. Here the sessions. Click on the links for more information:

- Monday, August 19<sup>th</sup>: [Everything You Want to Know about Book Challenges...and a Bit You Probably Don't](#) with Tasslyn Magnusson
- Tuesday, August 20<sup>th</sup>: [Wisconsin Library Law](#) with Kris Turner

- Wednesday, August 21<sup>st</sup>: [Making Each Other Look Good: The Library Board and the Library Director](#) with Jamie LaRue
- Thursday, August 22<sup>nd</sup>: [Organization & Governance Best Practices for Boards](#) with Charity Tyler
- Friday, August 23<sup>rd</sup>: [Robert's Rules Refresher](#) with Thomas Pugh

## Angela Meyers – Coordinator of Youth and Inclusive Services.

**Summer Library Programs:** Libraries have been bustling with a variety of engaging summer programs. Bridges coordinated 72 shows this summer, offering family-friendly entertainment such as a magician and animal programs, as well as Nerf Games specifically for tweens and teens. I have been visiting the libraries to observe the shows and provide feedback to the performers as needed.

**Library Memory Project:** I wrote two grant proposals to benefit the Library Memory Project. The first proposal aims to hire a consultant to help us reach underserved communities for memory cafes and educational programs on brain health and wellness. The second proposal seeks funding for focus groups and startup funds to develop programming that meets the needs of these underserved communities.

**Hearing Loop:** I am collaborating with Waukesha County on a bid for installing hearing loops in three meeting rooms at member libraries. Renae M. from the County's purchasing department and I visited the Watertown, Jefferson, and New Berlin libraries on June 28<sup>th</sup>. We held open hours for vendors to measure the rooms and submit questions. Bids are due by July 16<sup>th</sup>.

**Professional Development:** I completed the Waukesha County quarter 2 KnowB4 Sexual Harassment Prevention Training.



## Beth Bechtel – Database Management Librarian

**Library Visits and Meetings:** This month, I met with the main cataloging contact at Waukesha Public Library to revamp how library-related professional materials are made available to staff via the Bridges' website. I also met with the cataloger at Town Hall Library in North Lake to consult about adding reprints of classic titles to the CAFÉ catalog.

At the CAFÉ Cats virtual meetup this month we talked about the CAFÉ cataloger survey currently available to help me plan for training needs, item record codes, and changing catalog language for experience passes to make their description clearer in the CAFÉ app. As a result of the meeting, I edited experience pass bib records (museums, gardens, zoo, etc.) and their related cataloging instructions on the Bridges website.

**Catalog Maintenance:** This spring, Jim Novy at Prairie Lakes Library System created an “OCLC Record Matching Service” to improve data in Bridges’ and Monarch Library System’s catalogs. We partnered with Monarch on this project because they also have a Polaris catalog. The project was paid for from a multi-system LSTA cataloging grant. The main functions of the OCLC Record Matching Service tool were completed in June and in the next few weeks I will adjust my workflow to regularly use the service. Thanks to Jim Novy at Prairie Lakes Library System for working us for months as we tested and edited the tool he created.

## Emily Heller – Public Communications Coordinator

**The Library Treasure Adventure:** The Treasure Adventure is a hit! Patrons have been enjoying visits to all their libraries. Comments from participants on social media:

“This has been so much fun! We completed the hunt this week and it was so great seeing all the amazing libraries in the area. So heart warming to see that libraries are still the heart of the community.” - Kim Steinert

"I have enjoyed the scavenger hunt. I have visited 18 ..... 6 more to go. I'm amazed by all the things that you can check out besides books!" - Lisa Daubert

"We are having a blast touring all our libraries this summer. We've hit 5 so far and even went back to Lake Mills to do their escape room. Thank you for putting this together." - Caryl Foley

“... we’ve upgraded our attire 😊” - Caryl Foley (with an update)

Fun note left at Watertown Public Library. [[Check out the note on Facebook](#)]





We received 369 June entry forms, and the winners are [[watch the Facebook video](#)]:

- Rushing Waters Fisheries Gift Card – Sara B. (Waukesha)
- The Garside Gift Card – Marshall S. (Butler)
- Kwik Trip Gift Card – Emily N. (Waukesha)
- Fireside Theater Ticket Package – Joyce G. (Mukwonago)

**Google Business Interactive Tours:** We will be working with Midwest Pano to create 360 Tours of the interiors of each member library. Bridges will purchase the 360-degree camera equipment, and I will be doing training at Waukesha Public Library on August 22<sup>nd</sup>.

Google tours will improve:

- the rankings of Google Business profiles.
- search results to people using Google that may not be active library users.
- access to library interiors to help with accessibility.
- anxiety for people about visiting a new space.

**Marketing:** I worked with Angela to design a new logo to use for the transition from the StoryCorps project to the Community Voices of Jefferson and Waukesha Counties project.



**Outreach:** June 20<sup>th</sup>: I staffed our table at the Waukesha Employee Wellness Fair. I visited with 85-100 people about the library system. It was great to visit with Mr. Jim Heinrich, too!

**Professional Development:** June 13<sup>th</sup>: I attended a webinar, “Prioritizing Outreach: Why Community Connections are Your Biggest Asset.” The session covered using the community and staff when strategic planning for marketing, how to set SMART goals, and determining focus areas. The brainstorming session about outreach ideas was helpful, and there was a portion about onboarding staff that I found interesting as well.



#### **June Newsletters:**

Marketing Magic - resources for library staff:

- June 21: 58.33% Open Rate
- June 7: 57.89% Open Rate

Monthly Bridges:

- June 13: 43.14% Open Rate

Legislators:

- June 10: 27.78% Open Rate