

# Bridges Library System Staff Reports

## June 2023

### Karol Kennedy – Library System Director

**Budget 2024:** Rachel McCracken and I attended the Waukesha County budget training. I attended the annual Waukesha County budget kick-off at Fox Brook Park on June 14. I am now reviewing staff budget information, preparing preliminary information on member charges for the June APL meeting, reviewing adjacent county requests, and working to finalize Waukesha and Jefferson County library levy requests.

**Menomonee Falls Village Board Presentation:** I was asked by the Village of Menomonee Falls to prepare and present information on the minimum to exempt requirements for municipalities with libraries. This is an annual process outlined in Wisconsin Statute 43.64. Waukesha County libraries must also meet or exceed Waukesha County adopted minimum to exempt standards included in the Waukesha County Library Services Plan.

**Waukesha County Appointments to Local Libraries:** Wisconsin Statute 43.60 allows a county chairperson, with the approval of the county board, to appoint from among the residents of the county additional members to the library board of a public library of a municipality located in whole or in part in the county. These appointments are made every three years in proportion to the level of county funding for library operations. Not all counties exercise this option. Waukesha County does. Calculation of appointments based on information from each Waukesha County library's 2022 Annual Report were made and recommendations from the libraries were sent to the County Executive for review. These appointments will be considered by the County Board later in June.

**Staff Check-in Sessions:** I held check-in meetings with all Bridges staff. We reviewed 2023 goals, talked about the progress made to date and any adjustments that may be needed. It was also an opportunity for us to talk about what is going well, challenges they are facing, and any questions or concerns they might have.

**Continuing Education:** I attended the first session of Mentor Training offered by Waukesha County - Cultivating Self-Awareness as a Leader.

### Mellanie Mercier – Automation Coordinator & Assistant Director

**Cybersecurity Assessment:** This last month I had the opportunity to sit in on a cybersecurity assessment with the Pauline Haass Public Library led by Bill Nash of the Department of Homeland Security. The assessment contains 48 questions about data backups, web browser management and DNS, phishing prevention and awareness, network perimeter monitoring, asset management, patch management, user and access management, application integrity, incident response and risk management. There are three levels of questions: basic, advanced, and expert. As the questions were discussed notes were taken on items to check on or to work towards, in the end the document and notes were provided to the library.

The experience was very helpful to show where the library (and system) is at and items that they can work on to make their network and data safer. Bill Nash said he would be willing to do these assessments at all the Bridges libraries.

**Server Migration:** On June 6<sup>th</sup> the Café servers were migrated to new servers in a different cloud service, which resulted in a change to the IP address. The migration began shortly after 9pm on the 5<sup>th</sup> and finished around 1pm on the 6<sup>th</sup>. The migration went smoothly, although there were many things to change afterwards (clients, SIP connections, etc) and we are still working through some final issues.

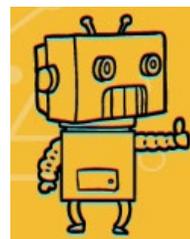
## Laurie Freund – Coordinator of Library Development

**2023 Bridges Library Friends Morning Coffee:** Save the dates! We have this year’s morning gatherings for Library Friends representatives to meet, network, get information and exchange ideas. If your library does not have a Friends group, foundation committee members, trustees or interested staff members are welcome to attend. Library directors are also invited to attend. These meetings also coincide with [National Friends of Libraries Week](#). Below are the two locations and dates for the gatherings. The times for both are 9:00-9:30 check-in time with 9:30 – 11:30 am meeting and program time. More details and registration will be coming as we get closer to fall.

- Monday, October 16 at Pauline Haass Public Library in Sussex
- Friday, October 20 at Karl Junginger Memorial Library in Waterloo

**WI Libraries Tech Days (September 12-13):** Registration is now open for this year’s online web sessions on technology topics that are of interest to public libraries. See the [Registration page](#) for more details about each session and to register. All sessions will be recorded and made available afterwards on the [Tech Days Wisconsin Libraries \(techdayswisc.org\)](#) website. Here are the sessions being offered this year:

- **Tuesday, September 12:** “Artificial Intelligence and the Library: The Current Landscape” and “Dealing with Digital Distractions: Ideas and Recommendations for Libraries.”
- **Wednesday, September 13:** “When a Service Desk Isn’t Enough: One-On-One Tech Assistance” and “Making the Most of BadgerLink”



**SEWI Libraries Logo:** We now have a logo! The SEWI Libraries region is comprised of five public library systems in Southeastern Wisconsin (Bridges, Kenosha County, Milwaukee County Federated, Monarch, and Prairie Lakes Library Systems), covering eleven counties. You will soon find this logo on the SEWI Libraries website ([sewilibraries.org](#)), continuing education offerings, and other regional events. Thanks to Emily Heller, Bridges Public Communications Coordinator, for developing the image.



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

### Inclusive Services

#### Library Memory Project

- Memory café attendance is on the rise. We are seeing double digit numbers at many of our cafes, which is where we were pre-pandemic.
- Please save the date for Family Day 2023 on Sunday, October 15. Family Day will be held at Retzer Nature Center.
- I was invited to attend the Annual Alzheimer’s Association Conference in Wisconsin Dells and to showcase the Library Memory Project and StoryCorps at a booth. I spoke with many dementia care professionals as well as caregivers.



*Dwight Foster Public Library in Fort Atkinson hosted a memory cafe that was all about strawberries.*

### Youth Services



*Menomonee Falls Public Library hosts musician Ryan Meisel*

#### Summer Library Program

The Summer Library Program is now underway at all member libraries. The [Bridges sponsored performances](#) have started and I was able to catch our first sponsored show called World Sound Explorations by Ryan Meisel. Ryan brought drums and other musical instruments for over 100 people at Menomonee Falls Public Library.

### Continuing Education

I attended two sessions at the Alzheimer’s Association Conference, one on collaborating with teens and the other on engagement ideas. As a part of our partnership with StoryCorps, training was provided from the archive team on best practices for archiving oral histories. I attended a session hosted by the Michigan Alliance for Cultural Accessibility titled “Sensory Friendly Programs and Offerings for Teens and Adults.”

## Beth Bechtel – Database Management Librarian

### Library Visits:

- Muskego Public Library for a discussion of assigning call numbers to nonfiction materials
- Pauline Haass Public Library in Sussex for a cataloging consult as part of their preparation for cataloger staff turnover
- Powers Memorial Library in Palmyra with Shawn Carlson to meet with the director about circulation and cataloging

**Meetings:** Eleven libraries were represented at the May online CAFÉ catalogers' meetup. Discussion topics included handling of specific MARC fields, Library of Congress subject heading improvements, and the newest Polaris release.

I coordinated a meeting for our Polaris acquisition module users. We met in Oconomowoc on May 25 to discuss the retention of ordering data, working with vendors, and using the module's rapid receipt function. Follow-up from the meeting included an updated contact list, a growing best practices document, and data cleanup projects.

I continue to attend virtual Cooperative Cataloging meetings to identify state-wide opportunities to improve library catalog user experiences, eliminate redundancies, and unify technical services processes. I attended three of these meetings with peers from other library systems in the last month. The group is starting to plan for a 2023-24 LSTA grant proposal.

**Catalog Maintenance:** In late May, I sent copies of CAFÉ bibliographic records added in the last quarter to Backstage Library Works for editing – deleting unneeded data, adding reading levels, standardizing subjects, and other enrichments. I reloaded the returned improved bibs and their new authority records during off-peak hours.

From an online Polaris discussion, I learned bib record author fields are sometimes mysteriously out-of-order, with the word "author" coming before the person's name. Our catalog had over 200 bib records with this problem. Many thanks to the catalogers at Brookfield Public Library who completed the clean-up project to fix those incorrect author fields in the CAFÉ catalog. I added a bimonthly search for out-of-order author data fields to my calendar.

**Continuing Education:** May 10-13, I traveled to Phoenix, AZ, for the IUG (Innovative Users Group) Conference for libraries using Innovative Interfaces (iii) software, including Polaris. I attended interesting and useful sessions where I learned how a large Canadian library system is working to add better indigenous people's subject headings to their catalog, how Chicago area libraries are adjusting their public-facing catalogs, the cataloging features in Leap, and how some rural libraries are assessing their collections for diversity. At the Polaris acquisitions forum, attendees talked about their local acquisitions practices, which was very helpful in planning for our own acquisitions meeting.

June 1-2, I attended the WILIUG (Wisconsin Illinois Innovative Users Group) Spring Conference at the new Helen Plum Library in Lombard, IL. WILIUG includes library staff in our region who work with Innovative computer catalogs and patron databases. At this conference it was great to meet other

Polaris users, and learn about graphing data, creating documentation for my recurring projects, and ideas for online cataloging manuals.

## Emily Heller – Public Communications Coordinator

**Library Passport Challenge:** The new event kicked off on Thursday, June 1 and the response has been very positive so far. Patrons are encouraged to visit all libraries to have their passport stamped through August 31 for chances to win a prize basket (valued at \$300).

One patron from Dwight Foster Public Library, Laura, completed her visits to 24 libraries in only 8 days! More [details](#) on the event and prize baskets are posted online!

### Message from Sandy W. at Dwight Foster on June 8:

*Laura said this experience of visiting all the libraries in the system, and seeing all the interesting books she wants to read and all the new subjects she wants to learn about, has convinced her to go back to school. Laura went to public school as a child but had a very difficult time. She said the teachers didn't want to work with her. Her mom pulled her from the public school system and taught Laura at home. Now, Laura wants to go back to school. She was so excited to share her plan with me and when she heard that she was the first to complete the passport program, she was over the moon with joy. I bet she is the first in the entire Bridges Library System to complete the Passport program. Laura isn't able to drive, so her mother drove her to all of the libraries this past week. They both had a wonderful time. Thank you for putting together this great program. It truly made a difference in Laura and her mother's life.*

*Sincerely,  
Sandy*



**Summer Library Program:** Libraries have begun (or are beginning soon) their Summer Programs! [Sponsor](#) “thank you” social media posts will begin June 19 to show our gratitude for the great incentive prizes offered by sponsors. The Bridges sponsored [Performers and Programs Schedule](#) is online for reference by patrons and staff too!

**Read with B93.3:** Our partnership with B93.3 FM Radio is nearly complete! Last stop will be at Waukesha Public Library on June 21. In addition to the story time, the radio hosts have also created a “Did You Know” video segment to help show off the unique services offered by the library. [Watch](#) the videos on B93.3’s website.

**SEWI Libraries:** Working with Laurie, I have assisted in her *Library Buildings and Spaces* training project. We designed a new logo, set up the portal website and created a new YouTube channel to host all the content for the project.

**Statewide Marketing Cohort:** I joined the group and we have begun working on a collaborative sticker printing project again this year to help promote Library Card Sign-up Month in September and to refresh outreach materials and bins for member libraries.

**Newsletters:** The June e-Newsletters through LibraryAware were all sent out! These include:

- Marketing Magic resources for library staff [59.38% Open Rate]
- Monthly Bridges Newsletter [44.82% Open Rate]
- Monthly Legislator Newsletter [29.41% Open Rate]

## **Rachel McCracken - Departmental Executive Assistant**

**Records Retention:** I've been working on converting our paper documents into scanned files for historical purposes and proper records retention.

**Budget 2024:** I attended the Waukesha County budget training and began entering data into our budget spreadsheets.

**Continuing education:** I began a six-week class from Gale Courses on Microsoft Excel. I also will attend a free training session on June 14<sup>th</sup> called Microsoft To-Do and Planner class provided by Waukesha County Human Resources.