

## **OWLS Director Report**

April 15, 2021 OWLS Board of Trustees Meeting

### **OWLS and COVID-19**

Ten of thirteen OWLS staff continue to work from home most of the time in accordance with CDC guidelines that recommend remote work whenever possible. I have implemented a staggered schedule that allows OWLS staff to work at the office more often if they choose to.

Based on new recommendations from the CDC, we have discontinued quarantine of materials in transit as of April 12<sup>th</sup>. Sorting will move out of APL's meeting rooms and back into the OWLS office by the end of April. Ending quarantine reduces our sorting workload because APL can resume using their AMH. Approximately 10 hours per week will be temporarily redirected toward working on the cataloging backlog.

### **Libraries and COVID-19**

OWLS hosts monthly online Directors Chats, and I hold weekly online office hours. Library service levels are under the control of local library boards, so service levels vary based on local conditions. OWLS member libraries report service levels as follows (as of 4/6/21):

- Closed: 0 libraries
- Curbside only: 0 libraries
- Open doors; limited service, restricted access: 7 libraries (BCL, CPL, HPL, LIT, NLP, SCA, SEY)
- Browsing/lingering permitted with greater access: 10 libraries (APL, FPL, IVL, KAU, KIM, MAN, MAR, SHI, WAU, WEY)
- Fully restored: 0 libraries

### **OWLS Facility**

I have revised the OWLS space needs summary to reflect the strategic direction set by the Facilities Committee which prioritizes finding space outside of the new Appleton Public Library which could serve as a regional delivery service hub and could be shared with NFLS staff in the future. Our priorities have been defined as follows:

1. Fiber connectivity – high bandwidth, affordable build-out to Badgernet
2. Cost effective – every scenario likely costs more than current
  - a. Adequate/Not fancy/Class B
3. Collaborative opportunities/space sharing
4. Flexibility for future needs
  - a. Must have space for IT, delivery/sorting, printing, supplies
  - b. Must have some office space, but plan for hybrid work model
  - c. Large meeting space optional