

## **OWLS Director report**

August 20, 2020 OWLS Board of Trustees Meeting

### **ILS Migration Update**

InfoSoup went live on TLC's CARL-X software on Monday, August 17, and it went very well. We had only one major problem with lost transactions, but those were recovered by Tuesday thanks to Amanda. I am grateful to all of the OWLS staff who worked long hours on Sunday and Monday testing the new software and responding to support requests. We are also very happy with the support provided by the vendor. They have a great team.

We are now working with library staff to identify and solve bugs, adjust settings to our needs, recreate our reports, and develop new workflows. This phase will last several weeks, if not months.

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

Eleven of thirteen OWLS staff continue to work from home in accordance with CDC guidelines that recommend remote work whenever possible. Sorting continues in APL's meeting rooms.

In March, the OWLS Board adopted a policy that OWLS employees who are available to work but prevented from working due to the suspension of delivery services and the Governor's "Safer at Home" order will be paid for their regularly scheduled hours until such time as operations resume or until the board takes action to amend this policy. Our two sorting staff have been paid their regular wages under this policy since we suspended delivery whether they were working or not.

Delivery is now running 5 days a week, and our second order of tubs has been put in circulation. I will probably order tubs again before we increase the holds limit to the original 25.

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

Library service levels are under the control of local library boards, so service levels vary based on local conditions. Most libraries have stopped extending due dates, but are still forgiving fines, and are operating with limited services and/or hours.

### **Kimberly and Little Chute Public Libraries**

The new Kimberly and Little Chute boards of trustees both have their first meetings this week.

### **County Budgets**

I continue to monitor the Outagamie and Waupaca county budget processes. I had my annual budget meeting with the Outagamie County Executive's office on August 11<sup>th</sup>, and will attend the Outagamie County Finance Committee meeting on October 29<sup>th</sup>. The Waupaca County Finance Committee met on August 12<sup>th</sup> and discussed adding an extra budget meeting this year.

### **OWLS Board Vacancy**

The president of the Appleton PL Board of Trustees will make committee appointments at their September meeting, at which time they hope to appoint a new representative to the OWLS Board.

### **Grants**

Friends of APL has been awarded a 2020 USF Non-Profit Grant to purchase 66 laptops for OWLS libraries.

Laptops may be checked out from the library or used in the library with public access Wi-Fi to accommodate social distancing. OWLS and APL staff will provide hardware and software support, and marketing support to raise awareness of the service.

The program builds on a 2019 Appleton Public Library (APL) pilot project for circulating laptops. The procedures developed and lessons learned in that pilot will be used to scale up the program throughout OWLS.

Thank you to APL and the Friends for collaborating with us on this grant application!

I am still awaiting information on our DPI CARES grant application.