

## **OWLS Director report**

June 20, 2019 OWLS Board of Trustees Meeting

### **State Budget Update**

The legislature's Joint Finance Committee (JFC) voted on the Department of Public Instruction portion of the Governor's executive budget request on May 23. They approved \$1,000,000 in Public Library System Aid annually above base level funding of \$15,013,100 for FY 2019-2020 and FY 2020-2021. This means the \$16,013,100 shared among Wisconsin public library systems in 2019 will be maintained at that amount in 2020 and 2021.

### **2018 Financial Statement, Fund Balance, and Audit**

In most years, the OWLS Board approves the prior year's financial statement and fund balance at the May board meeting. This year those documents are delayed due to a change in Governmental Accounting Standards Board (GASB) 75. During the visit from our auditors April 29-30, we learned that we need an actuarial valuation for the Library System's involvement in the State of WI ETF Health Insurance Plan OR a letter indicating that it is the actuary's opinion that the post-employment benefit is immaterial. This will add significant cost to our audit process this year (\$1900-2500), and if a full actuarial valuation is required, those costs will apply every second year. Amy and I are working on fulfilling this new requirement. We expect to be able to approve the financial statements and fund balance at the June or July meeting. The deadline to submit our audit to the state is September 30<sup>th</sup>.

### **County Planning**

The Waupaca and Outagamie County Library Planning committees met on June 6<sup>th</sup> and June 13<sup>th</sup> respectively. Each committee reviewed the current plans and affirmed the guiding principles contained in the Appendix. Possible inclusion of electronic circulation in the funding formula was identified as a key planning issue for consideration in both counties. The Waupaca committee will next meet on Wednesday, July 10<sup>th</sup> at 1:00 pm at the Waupaca Area Public Library. The Outagamie committee will next meet on Tuesday, July 16<sup>th</sup> at 6:00 pm at the Appleton Public Library.

### **May 17 AAC meeting**

The May OWLSnet Administrative Advisory Committee meeting was canceled due to the tragic incident outside the library on May 15<sup>th</sup>. Subsequently, an email vote was held to recommend 0% increase in the 2020 OWLSnet budget. OWLS is obligated to notify libraries of their 2020 OWLSnet fee by July 1. Action on the NOW Consortium Bylaws, Grievance and Noncompliance Policy, and the NOW Resource Sharing Policy are deferred until the July meeting.

Dave held an online meeting to present OWLSnet's recommendation to adopt TBS ePrintIT wireless print management product. Dave hopes to be able to begin testing wireless print management at a few libraries by the end of summer 2019.

### **Statewide Backup Collaboration Funded**

In early May, SCLS announced the good news that the statewide backup and archive project has officially been funded and is moving forward. OWLS is a co-sponsor of this multi-system collaboration funded with a combination of LSTA funds, system funds, and additional funds from DPI.

Project Abstract: The Backup / Digital Archives Storage Platform will aggregate infrastructure backups and safely store archival copies of digitized materials from public libraries from 10 Wisconsin public library systems into equipment hosted in two data centers. The purpose is to provide secure and redundant storage accessible by System IT staff. The primary target audience is public library system staff. The secondary target audience is all public library patrons who will benefit indirectly from a solid and secure backup infrastructure and proper storage of digitized materials.

### **Kimberly-Little Chute Library**

On May 20<sup>th</sup>, the Village of Little Chute sent a letter to the Village of Kimberly providing notice of their intent to terminate the joint library agreement unless an agreement could be reached to consolidate into a single facility in Little Chute or adjust the appropriation ratio so that each village would be fully funding operations at their facility. If no agreement could be reached, the Village of Little Chute requested a shorter termination period than prescribed in the joint agreement. On June 10<sup>th</sup>, the Kimberly Village Board voted in favor of terminating the joint library agreement. A memo sent to library staff on June 4<sup>th</sup> proposes that the termination be completed by January 1, 2021.

### **Office 5S**

Following our staff training event on the 5S pillars, which provide a methodology for organizing, cleaning, developing, and sustaining a productive work environment, OWLS staff gathered excess office supplies from their workspaces and common areas. Then Liz, Debbie, and Molly teamed up to clean and organize the office supply cabinet. You will find before and after photos on the next page. Red tag items will be discarded if not claimed by libraries.

Prompted by some reorganization by APL, Dave has significantly reduced our inventory of obsolete electronics and other long-neglected junk in the bowling alley. Most recently, we have been working on weeding and organizing the shelves outside my office. The next two projects are Patty's former cubicle and the print shop and paper inventory in July and August.



Before



After



Red tag items