OWLS Director report
January 19, 2017 OWLS Board of Trustees Meeting

- Will Bloedow and Carol Diehl have been re-appointed to the OWLS Board by Outagamie County. Garth Zimmermann and Michelle Frola have been appointed to the OWLS Board by Outagamie County and Waupaca County, respectively. OWLS now has a full board of trustees.
- The OWLS management team have been developing a new performance evaluation process. We expect to begin using the new process in February.
- OWLS is continuing to work on PCI Compliance. The last step in the process is to finalize an Information Security Policy. I expect to have a new policy for board approval at the February board meeting.
- OWLS is working on implementing Zinio in OWLSnet. We have been having difficulties with the vendor setting up access to the service, but expect to have it resolved shortly.
- OWLS staff are investigating alternatives to our current email service. We now have a dedicated email server, but are interested in moving to a hosted solution. We're currently looking at options from WiscNet, Office365 and LiquidWeb (our webhost.)
- OWLS is getting a new color copier/printer to replace our aging machine. This should actually reduce annual costs, since the maintenance had become so high on the old machine.
- The Kimberly-Little Chute Library has re-opened their search for a new library director.
- November 18, the OWLSnet Fees Committee presented their proposal at the AAC meeting.
- OWLS was closed on Thanksgiving and the day after Thanksgiving. As expected, the day after Thanksgiving was very quiet, with very few emails coming in.
- November 29, I attended a Relais demo at the Winnefox Library System. Winnefox is considering using this service to connect to the Fond du Lac library with other Winnefox libraries. A number of attendees from neighboring systems as well as members of the PLSR ILS/Discovery Workgroup were in attendance.
- November 30, I attended the Iola Village Library board meeting. The board was interested in discussing issues of compensation and board/village responsibilities.
- Network upgrades:
  - Green earth has finally received fiber to the building. They've upgraded from from 3Mbps copper to 10Mbps fiber.
  - The Marinette and Shawano libraries have been upgraded from 10Mpbs to 20Mbps pipes.
  - NFLS will be getting fiber to their office in the new year. They will be upgrading from 10Mbps copper to 20Mbps fiber.
  - The Sister Bay library will be getting a new building 2017 to 2018 will be upgrading from 10 Mbps copper to 10 Mbps fiber in the process.
- In 2016, the following OWLS websites were upgraded to Drupal 7 or completely redesigned:
  - Black Creek
  - Kaukauna
  - Waupaca

- o Scandinavia
- Dec 1, OWLS co-sponsored a CE webinar on rethinking adult programming and displays
- Dec 2 was the Administrative Secretary's last day at OWLS.
- Dec 7, Patty and I visited the Niagara library in Marinette County to attend an appreciation day for the librarian there.
- On Dec 13, we reviewed the OWLS document retention policy at a staff meeting. Dec 14, OWLS staff held a cleanup day. We brought in containers from a secure shredding company, and staff cleaned files and disposed of documents per the OWLS document retention policy. They also vacuumed and dusted. The office looks great, and a number of the staff commented that we should do this every year.
- Dec 19, I visited the Weyauwega Library board meeting to discuss a potential building project.
- Dec 21, we hired a temporary employee to assist with delivery and pulling holds. Because the Christmas and New Year's holidays were over the weekend, the OWLS office did not close over the holidays. However, it was difficult to have sufficient staffing. I'll recommend that we consider closing the office on future holidays to ensure sufficient staffing when libraries are likely to be open.
- Jan 9, OWLS sponsored a webinar with speakers from DPI and the South Central Library System on filtering and CIPA compliance.
- Jan 24 to Jan 24, OWLS will be co-sponsoring the Wild Winter Web Conference hosted by the NFLS library system.