

## **OWLS Director report**

July 23, 2020 OWLS Board of Trustees Meeting

### **ILS Migration Update**

OWLS staff continue to be very busy preparing for the migration. Go live is scheduled for August 17<sup>th</sup>. Remote training has been completed, and we are beginning data testing and functional testing in the new software. We have also launched our patron communication plan for the new catalog. Please see the InfoSoup New Catalog FAQ here: <https://infosoup.info/new-catalog>.

### **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 three times per week and includes returns and holds. We are experiencing a shortage of delivery tubs, likely due to quarantine of materials. We have placed an order for additional tubs, but they are backordered for several weeks. We may not be able to resume regular 5-day-a-week delivery until new tubs arrive.

We continue to implement the InfoSoup Bounce Back Plan for circulation and resource sharing to gradually resume regular services as OWLS and library capacity to provide the service safely will allow. On June 25<sup>th</sup>, we enabled placing holds in InfoSoup, up to 10 per patron.

### **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. Here is a summary of services available at the time of this writing:

Services that ARE available for all OWLSnet patrons:

- OverDrive/Libby
- RB Digital Audiobooks and Magazines
- Databases
- Online registration
- Online programming

Services that are available at some OWLSnet library locations:

- Curbside pick-up (47 locations)
- Library visits by appointment (23 locations)

- Drop-in visits with limited capacity (38 locations)
- Collection browsing (37 locations)
- Open without occupancy limits (7 locations)
- Hoopla (participating libraries only)
- WiFi outside the library building (some locations)

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

DPI has issued opinions to the villages of Kimberly and Little Chute on their library plans. Those opinions are attached to this report.

On July 13, the Kimberly Village Board established the library and appointed the following members to the Kimberly Library Board. The new board will hold its first meeting on August 17<sup>th</sup>.

- Dave Hietpas – Village Trustee Representative
- Corrine Herro – Resident
- Phil Yunk – KASD Representative
- Rose Vander Velden – Resident
- Barbara Wentzel – Resident

On July 15, the Little Chute Village Board established the library and appointed the following members to the Little Chute Library Board.

- Jim Moes – Resident
- Mrs. Kathii Schommer – Resident
- Bill Peerenboom – Resident and Village Trustee
- Becky Ackermann – LCASD Library Director
- Vacant – Resident position

### **County Budgets**

2021 county budget requests have been submitted to Outagamie, Waupaca, Calumet, Waushara, and Brown Counties. A meeting with the Outagamie County Executive is schedule for August 11<sup>th</sup>.