

## OWLS Director Report

June 20, 2024 OWLS Board of Trustees Meeting

### Summer Library Board Visits

Kristin and Angela attended the Black Creek Village Library board meeting on June 4<sup>th</sup> where they discussed the county planning process and setting goals for library services using the Wisconsin Public Library Standards. Four more board visits are scheduled in Clintonville, New London, Little Chute, and Waupaca between the writing of this report and our June 20<sup>th</sup> OWLS Board meeting. Please let me know if you would like to attend any of the upcoming visits.

2024 Summer Board Visits					
Library	Board Meeting Date	Time	Visit Date	OWLS Staff	OWLS Trustees
Clintonville	Second Thursday	4:00 PM	6/13/2024	Bradley & Kristin	Mike
New London	Third Monday	5:00 PM	6/17/2024	Bradley	Veronica, Steve
Little Chute	Third Tuesday	4:30 PM	6/18/2024	Bradley	
Waupaca	Third Wednesday	4:30 PM	6/19/2024	Bradley	
Scandinavia	Last Tuesday	6:30 PM	6/25/2024	Bradley	
Iola	Fourth Wednesday	4:15 PM	6/26/2024	Bradley	
Fremont	First Monday	5:00 PM	7/1/2024	Bradley	Cathy
Manawa	Second Tuesday	5:30 PM	7/9/2024	Bradley	
Kimberly	Third Monday	4:00 PM	7/15/2024	Bradley	Veronica
Appleton	Tues before 3rd Wed	4:30 PM	7/16/2024	Bradley	Cathy
Seymour	First Monday	5:30 PM	8/5/2024	Kristin	Bobbie
Weyauwega	Third Monday	4:00 PM	8/19/2024	Bradley	Cathy
Hortonville	Fourth Tuesday	4:00 PM	8/27/2024	Bradley	Cathy
Marion	Third Monday	5:00 PM	9/16/2024	Kristin	
Kaukauna	Fourth Tuesday	5:30 PM	9/24/2024	Bradley	

### Home and Adjacent County Funding

The statutory deadline for submitting county funding requests is July 1.

I sent the Act 420 bill for library services provided to Brown County patrons by Outagamie County libraries to the Brown County Clerk on Friday, June 7<sup>th</sup>.

I sent our Waupaca County budget request including the Waushara and Winnebago county bills on Monday, June 10<sup>th</sup>, and County Finance Director Heidi Dombrowski has acknowledged receipt.

Manitowoc Calumet Library System Director, Rebecca Scherer, submitted the Calumet County budget request on June 12<sup>th</sup>, copying me.

The Outagamie and Winnebago County libraries have decided to begin billing their respective adjacent counties under Act 420 in this budget cycle. Both counties have been notified.

Winnefox Library System Director, Clairellyn Sommersmith, will submit the Waushara and Winnebago County budget requests including the Waupaca and Outagamie County libraries' bills by the end of this month, copying me.

I sent a preliminary budget request to Outagamie County on May 20<sup>th</sup>, and I met with new County Finance Director, Michelle Uitenbroek, on Thursday, June 13<sup>th</sup>. I will send the formal request including the Winnebago County libraries' bill to the County Executive's office by the end of the month.

### **Facilities**

In May we purchased and assembled two new Uplift standing desks to replace two desks from the old office which were too big for their new offices. I moved my office space from the back corner to the former Workspace 2. Dave's former office is now officially a fourth shared workspace. The Sunshine Committee took the opportunity to rename the office spaces with a library collections and spaces theme as follows:

- Front office: Large Print
- Danielle's office: Children's
- Office 1: Travel Guides
- Bradley's office: Cozy Mysteries
- Office 2: Science Fiction
- Server room: Computer Science
- IT office: Spy Fiction
- Office 3: Rare Books
- Office 4: Nonfiction
- Print shop: Makerspace
- Furnace room: Microfilm
- Storage room: Special Collections
- Meeting room: Collab Lab

### **Staffing Change**

Danielle Kramer has worked for OWLS since 2021 as a part-time Office Assistant. In February 2024 she took on the additional role of Circulation Specialist, bringing her up to 35 hours per week. She has been doing a great job! Unfortunately for OWLS, but happily for Danielle, she has been offered a new full-time job at her other employer that is a better fit for her career aspirations. Danielle's last day as Circulation Specialist will be Friday, June 14<sup>th</sup>. Danielle will continue working at OWLS in the Office Assistant role. The part-time Circulation Specialist job has been posted on the OWLS web site, Indeed.com, and a variety of other platforms. Please share this opportunity with your networks.

### **Summer Library Program**

SLP is underway! From April 1 through June 6, Chad fulfilled 80 design requests and Melissa and Danielle printed 60,474 items (bookmarks, flyers, cards, posters, etc.) for the libraries. Kristin reports that sixteen libraries have applied for programming grants so far, and ten libraries have claimed all of their allocated funds for the year. I will share a full report on programming grants in September.

### **Infosoup Road Trip**

The road trip runs from Memorial Day weekend through Labor Day weekend this year. Prior to launch, we distributed 1200 booklets to libraries, and eight libraries have already run through their supply and requested more. The road trip has received some fantastic news coverage. Check out segments featuring the Kaukauna and Fremont libraries here:

- <https://www.wearegreenbay.com/local5live/embark-on-the-ultimate-library-adventure-with-the-kaukauna-public-library/>
- <https://www.wearegreenbay.com/our-town/visit-state-parks-with-a-library-cards-with-neuschafer-community-library/>