

OWLS Director report

April 18, 2019 OWLS Board of Trustees Meeting

Joint Finance Committee Budget Hearing

The legislature's Joint Finance Committee is holding public budget hearings around the state in April.

The closest meeting is in Green Bay:

Wednesday, April 24 – Green Bay (10:00 a.m. to 5:00 p.m.)
UW-Green Bay, University Union, Phoenix Rooms
2430 Campus Court
Green Bay, WI 54311

WLA's site captain is Kathy Pletcher. Scandinavia library director Sue Vater Olsen and I plan to attend. Constituents of JFC members Senator Olsen and Representative Rohrkaste are especially encouraged to attend.

The Governor requested a \$4 million increase for state aid to public library systems over the 2019-2021 biennium, as well as modest cost-to-continue increases for core library services including BadgerLink, Newslane for the Blind and state resource contracts for the Cooperative Children's Book Center, Wisconsin Talking Book and Braille Library, and inter-library loan access to Milwaukee Public Library and UW-Madison collections.

ILS Merger Exploration Committee

The ILS merger exploration committee will meet on May 15th to complete the Resource Sharing Policy. The ILS platform shopping committee has scheduled vendor demos and is scheduling site visits and working on an evaluation matrix. The cataloging committee is working on philosophy of cataloging for the NOW consortium. Mark Arend and I are working on a NOW budget and staffing plan. AAC may vote on whether to recommend the NOW Bylaws and Grievance and Noncompliance Policy to the OWLS and NFLS boards at the May AAC meeting.

Directors Meeting

A meeting of OWLS member library directors and assistant directors was held on Friday, April 12th. Topics included county planning, best practices for county billing, the ILS merger exploration, and the proposed SLP grant policy. We shared the OWLS 2018 infographic and SLP promotional videos that Chad has created for libraries. Elizabeth Timmins led an activity on ACE and resiliency scales. The next meeting will be August 9th.

Staff Training

On March 13th, I completed the Lean Enterprise Certificate for Government and Nonprofits through FVTC. Working with Amanda, Evan, Molly, and Liz, I completed a project to identify and implement procedures to improve the efficiency and effectiveness of AAC meetings. We redesigned the AAC

agenda format to clarify meeting objectives and moved informational agenda items to a written staff report. We also created a form to streamline the production of meeting minutes. Based on feedback from staff and member libraries after the March 15th AAC meeting, the experiments were successful. We will continue using the PDSA approach to refine our AAC procedures. For May, Amanda is working on a procedure to track action items generated at AAC meetings.

In March and April, we completed OWLS staff personnel reviews and incorporated the Lean process improvement focus in many staff members' annual goals.

On April 5th, we held an all-staff training event on the 5S pillars: Sort (Seiri), Set in Order (Seiton), Shine (Seiso), Standardize (Seiketsu), and Sustain (Shitsuke), which provide a methodology for organizing, cleaning, developing, and sustaining a productive work environment. The workshop was presented by Yvonne DeGroot, Lean Performance Center Instructor at FVTC. We identified four 5S projects for the spring and summer which will help us prepare to move the OWLS office. Liz will lead teams to tackle the following areas:

- April – Office supply cabinets
- May – Hallway shelves (outside Bradley's office)
- June – Empty (Patty's) cubicle
- July – Print shop and paper storage

Upcoming Board Visits

There were no board visits scheduled between the March and April OWLS Board meetings. However, there will be three board visits between the April and May meetings.

- Iola Village Library on April 24th at 4:15pm
- Black Creek Village Library on May 7th at 6:00pm
- Shiocton Village Board on May 13th at 6:00pm