



Wisconsin Department of Public Instruction
Division for Libraries, Technology, and Community Learning

Annual Public Library System Plan and Certification of Intent to Comply
For Calendar Year 2006

Library System

Outagamie Waupaca Library System

SYSTEM PLAN

Describe demographic, economic, and other facts about your system that influenced the development of this and other system plans:

Nine of the system's sixteen member libraries are located in communities of fewer than 3000 people; eight of those nine are in communities of fewer than 2000 people. Four libraries serve communities whose population is between 3000 and 8000. Kaukauna and Kimberly/Little Chute libraries have community populations of 13,926 and 17,137, respectively. Appleton Public Library has the largest municipal population in the system area, i.e., 71,895 people.

While the diversity within the area's population is still relatively small in raw numbers, the system is seeing significant growth in the Hispanic community. Data from the 2000 census indicates that the Hispanic or Latino population in Wisconsin more than doubled from 1990 to 2000, and the pace of growth of the Hispanic population is faster in Wisconsin than in the U.S. as a whole. The percent of change in Outagamie County was 225%, placing it tenth among the state's counties. The percent of growth in Waupaca County was 76%, still a substantial increase. The Asian population in Outagamie County, especially in Appleton and Kaukauna, constitutes between 2% and 5% of the total population. Related statistics show that, despite the general prosperity of the area, there is a noteworthy level of poverty, e.g., in the Appleton Area School District poverty has doubled to nearly an estimated 20% in the last decade, and the elementary school closest to the public library in Appleton has a poverty rate of 47%. In Waupaca County just over 10% of children live in poverty.

OWLS libraries provide a high volume of service to patrons living outside of the municipalities that operate the libraries. For example, OWLS libraries loaned over 1,208,000 items to non-residents in 2004. Approximately 42% of OWLS area residents live in jurisdictions without local libraries, i.e., 37% of Outagamie County residents and 55% of Waupaca County residents, and this number has been increasing due to the rapid growth in several towns.

Several libraries are located near the boundaries of the system, and more people tend to come into the system area to use libraries than to go out of the area. The geography of the system area affects the use of libraries in other ways. No library is more than 1-1/2 hours from any other library in the system, and several are located only minutes from each other. Consequently, many residents of the system area use more than one library. A significant amount of crossover borrowing takes place in the system (c. 148,000 circulations in 2004).

OWLS is one of the smaller of the seventeen systems in Wisconsin. In 2004, OWLS ranked eleventh in total population and eleventh in state aid received. More than half of the systems include more counties than OWLS. The table below compares composite measures from OWLS and its member libraries with those of other systems. Predictably, the system ranks near its population ranking (11th) on the raw data for some of measures. Adjusting for population by using per capita comparisons, the system generally ranks much higher than eleventh.

Comparison of Selected Composite Measures from 2004 Wisconsin Library Service Record

Measure	OWLS				Statewide
	Raw Data	Rank	Per Capita	Rank	Per Capita
Total Service Population	232,296	11			
Square Footage of Library Space	199,986	11	0.86	7	0.86
Annual Hours Open	41,670	12	0.18	11	0.19
Book Volumes Added	55,268	11	0.24	12	0.26
Book Titles Added	27,971	14	0.12	14	0.17
Book Volumes Owned	765,554	11	3.30	13	3.45
Audio Materials (per 1,000 pop.)	43,589	8	187.64	10	192.40
Video Materials (per 1,000 pop.)	56,528	8	243.34	8	225.43
Circulation	2,572,608	8	11.07	6	10.26
Interlibrary Items Loaned	242,639	5	1.04	3	0.86
Interlibrary Items Borrowed	217,922	5	0.94	3	0.83
Reference Transactions	251,131	8	1.08	6	0.95
Library Visits	1,403,706	9	6.04	6	5.76
Library Programs (per 1,000 pop.)	3,455	7	14.87	3	10.87
Library Program Attendance	84,596	8	0.36	2	0.28
Public Use Computers	172	14	0.74	17	0.93
Public Computers Connected to Internet	134	15	0.58	14	0.74
Total Non-Resident Circulation	1,208,657	6	5.20	1	3.42
County N-R Circ. – Patrons with Libraries	135,030	9	.58	8	.82
County N-R Circ. – Patrons without Libs.	782,911	6	3.37	3	2.02
Total County Non-Resident Circulation	917,950	7	3.95	2	2.84
Intersystem N-R Circ. – Patrons with Libs.	99,364	1	.43	1	.08
Intersystem N-R Circ. – Patrons w/o Libs.	126,809	2	.54	1	.13
Intersystem Non-Resident Circulation	226,173	1	0.97	1	0.24
Staff FTE - MLS Librarians (per 1,000 pop.)	25.35	9	0.11	11	0.12
Total Staff FTE (per 1,000 pop.)	139.94	11	0.60	8	0.58

Measure	OWLS				Statewide
	Raw Data	Rank	Per Capita	Rank	Per Capita
Total Library Income (All Sources)	\$9,224,880	11	\$39.71	7	\$38.08
Personnel Expenditures	\$6,013,347	10	\$25.88	8	\$24.83
Materials Expenditures - Print	\$746,127	9	\$3.21	9	\$3.11
Materials Expenditures - Audiovisual	\$190,808	9	\$0.82	6	\$0.77
Materials Expenditures - Total	\$1,007,601	9	\$4.34	9	\$4.29
Total Operating Expenditures	\$8,496,298	10	\$36.58	8	\$35.15
Average Resident Support			\$41.64	2	\$34.86
Average Resident Tax Rate	0.869	5			0.597
Average Non-Resident Support			\$17.35	12	\$20.23
Average Non-Resident Tax Rate	0.249	11			0.261
Overall Average Support			\$31.54	8	\$30.96
Overall Average Tax Rate	0.562	7			0.486

Several of the measures are striking, particularly those related to the use of system libraries by non-residents. On a per capita basis, OWLS libraries lend more items to non-residents than do libraries in any other system, and circulation to county residents living outside of communities with libraries is third highest in the state. OWLS libraries provide significantly more service to residents of other systems than libraries in any other system. In fact, OWLS libraries provide 17% of all the intersystem non-resident circulation in the state.

OWLS libraries circulate a high number of items, ranking sixth in the number of items circulated per capita. OWLS is also sixth in the number of reference transactions per capita. The libraries continue to engage in high levels of resource sharing; the number of items loaned to and borrowed from other libraries is among the highest in the state. It is also clear that OWLS libraries experience a high volume of traffic, i.e., they have lots of people coming through their doors. The number of visits per capita is sixth highest among systems in the state, and the number of programs attended per capita is second.

OWLS libraries slipped in their rankings from 2003 in the number of book titles added, book volumes added, and book volumes owned. However, they did improve their ranking in the number of audio materials owned per 1,000 population. It is also striking that OWLS libraries ranked lowest in the number of public computers (17th per capita) and the number public computers connected to the Internet (14th per capita).

It is interesting to note that while OWLS ranks seventh in total income per capita and eighth in total operating expenditures per capita, OWLS ranks second in per capita support by residents of municipalities with libraries and twelfth in non-resident support. Clearly, residents of the library communities are paying more than their fair shares of the cost of library service and are significantly subsidizing the use of their libraries by non-residents. The disparity in funding support between residents and non-residents is among the greatest of all the systems in the state.

SYSTEM PLAN (continued)

Describe significant needs and problems that influenced the development of this and other system plans:

The development of OWLS 2004 plan involved a comprehensive planning process. The Board discussed a number of significant planning issues (e.g., staffing, system reconfiguration, statement of philosophy) and a variety of input was sought from member libraries. As a result, the 2004 plan identified a number of priorities for the system:

- Implementing a new table of organization
- Expanding the capacity of the delivery service as feasible
- Addressing county and intersystem service inequities
- Developing some basic marketing tools
- Examining non-mandated services, i.e., printing/graphics and youth services
- Exploring migration to a new integrated library system

The 2005 plan built upon these priorities, and significant progress has been made toward addressing them. The actions taken during the past two years to address these priorities have shaped the 2006 plan.

Integrated Library System Migration

In 2004, work began on the process of migrating to a new integrated library system. Committees developed preliminary requirements for a new system. The Steering Committee and chairs of other committees attended vendor demonstrations. Some preliminary decisions were made regarding vendors, and an RFP was issued in November. In 2005, site visits were made to library systems using software from vendors under consideration by OWLS. RFP responses were evaluated by the Steering Committee. Additional vendor demonstrations were evaluated by OWLSnet library staff, and a vendor was selected. In June 2005, a contract was signed with Innovative Interfaces, Inc. to migrate to a new integrated library system that will replace OWLS legacy Geac Plus system. OWLS staff has received its initial training, and work has begun on data migration. It is hoped that OWLSnet libraries will “go live” on the new system in late February 2006. Before then policy decisions will need to be made, system parameters will need to be configured, data will need to be migrated, the new OPAC will need to be designed, marketing materials will need to be produced, and OWLSnet member library staff will need to be trained.

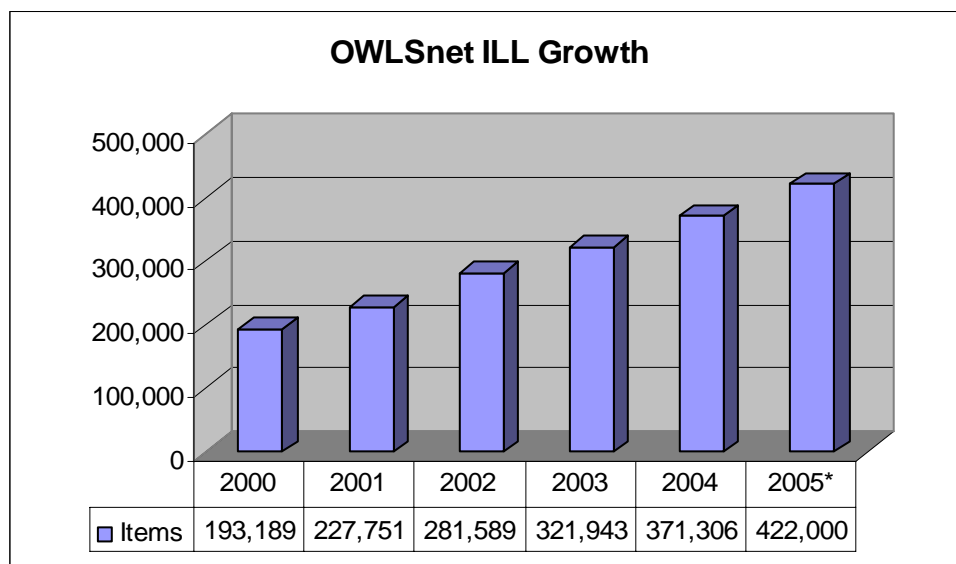
Training the staff in OWLSnet’s 52 library locations will be a significant challenge. Existing staff will provide training in cataloging, online catalog, and reports functions. However, it is estimated that over 200 people will need to receive a minimum of 6 hours each of circulation training. Because OWLS does not have sufficient staff to provide this training, an effort is being made to hire a limited-term employee (i.e., a trainer) to assist in developing circulation training materials and provide training to the staff of OWLSnet libraries.

The new integrated library system may also have significant implications for delivery. Decisions about resource sharing parameters will need to be made, and it is hoped that the new ILS will offer the ability to share resources more effectively, reducing delivery volume.

Delivery Capacity

At the end of 2004, the OWLS Board determined that it would be financially imprudent for OWLS to expand the capacity of its delivery service to accommodate the growing volume. In January 2005, OWLS stopped operating its own delivery service and entered into a contract with Waltco, Inc. to provide daily delivery to member libraries. Outsourcing the delivery service was expected to save over \$20,000 a year in delivery costs. While OWLS has experienced a significant savings in the cost of providing delivery service, rising fuel costs have made the savings less than anticipated.

OWLS has continued to experience explosive growth in the volume of resource sharing, particularly within OWLSnet. This year the number of items traveling among the libraries in the shared automation network will exceed 422,000, up from 371,306 items in 2004. Rapidly increasing delivery volume has increased the staff time needed for sorting materials from what was originally anticipated under the new delivery system.

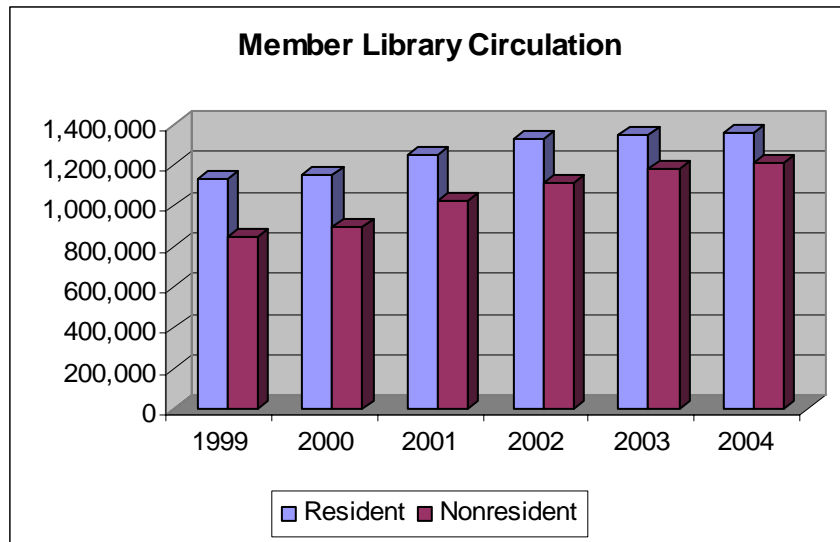


*Estimate based on January through August activity

Funding Inequities

Addressing county and intersystem funding inequities will continue to be a priority for OWLS in 2006. This task is a difficult one for three reasons. First, OWLS libraries provide a high volume of service to non-residents. In 2004, nearly half of the items (47%) loaned by member libraries were to non-residents. This percentage is second highest among all of the library systems in Wisconsin. Second, OWLS libraries circulate more items to residents living outside of the system than do the libraries in any other system. It is difficult to address equity issues with jurisdictions outside of the system, especially counties operating consolidated public libraries. Counties with consolidated public libraries are not required to compensate municipal libraries in adjacent counties even if a library is located in a municipality that lies partly in the county with the consolidated public library. Third, non-resident use of member libraries continues to grow

faster than use by local residents. Since 1999, resident circulation has grown by 20% while non-resident circulation has grown by 43%.



Historically, Outagamie and Waupaca Counties have paid significantly less for library service than have the municipalities operating the libraries. New county plans were adopted by both counties in 2004. The plans include goals of working toward reimbursing municipal libraries at 100% of the county funding formula and getting all libraries to the same funding levels by 2007. While all libraries in each county will be funded at the same level in 2007, little progress has been made in either county at moving toward 100% funding. Rapidly increasing county use at a time of tight county budgets has resulted in lower funding percentages. 2005 funding levels in Outagamie and Waupaca Counties have dropped to 79.0% and 83.5%, respectively, of their county funding formulas. These levels equate to 75.9% and 78.2% of the statutory funding formula.

Good progress has been made toward addressing intersystem equity concerns. In late 2004, OWLS renegotiated its intersystem on-site borrowing agreement with the Nicolet Federated Library System (NFLS). In 2005, NFLS paid OWLS for the imbalance in service that occurs between the two systems, primarily as a result of the Marion and Clintonville libraries providing high levels of service to Shawano County residents. Calumet County continues to do a commendable job of compensating OWLS libraries for providing service to residents of the County under the intersystem agreement between OWLS and the Manitowoc Calumet Library System. In 2006, Calumet County funding is likely to reach nearly 70% of OWLS libraries' costs for providing this service. OWLS will continue to monitor its intersystem agreements and make changes as feasible to ensure that member libraries are being adequately compensated for providing high levels of intersystem service.

Other Priorities

While OWLS implemented a new table of organization in 2004, the retirement of the system's Assistant Director will provide another opportunity to optimize it. Current staffing needs include

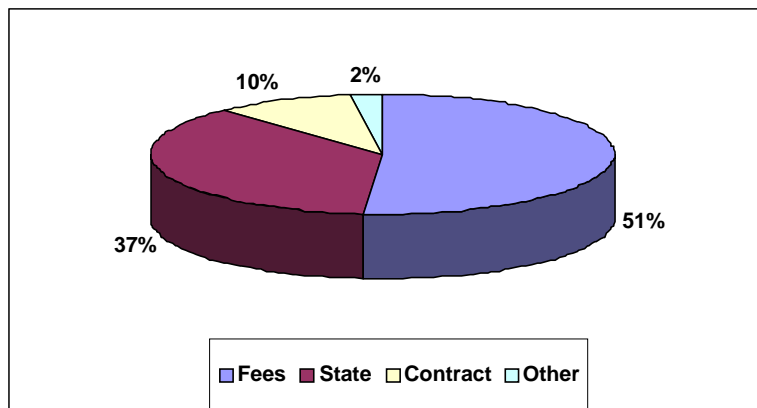
a librarian, to take on many of the duties currently assigned to the Assistant Director, and a computer technician to assist the Computer Network Manager and member libraries with computer support. OWLS is not in a position to address both of these needs, so a new librarian will be hired in early 2006. Before OWLS engages in a hiring process, the allocation of all professional tasks will be reviewed, and an appropriate job description will be developed incorporating some tasks currently assigned to the Assistant Director and some tasks assigned to other staff members.

It is likely that OWLS will continue to experience an increasing demand for its services from member libraries. The needs of member libraries have led OWLS to develop a very strong professional staff, but there is much for them to do. In addition to the demand for consulting, training, troubleshooting, and general information sharing, the professional staff has to try to keep up with developments in technology. The combination of these needs is difficult to manage.

The system began examining its non-mandated services in 2004 because of the possible need to cut services, but no changes were made in 2005. OWLS will continue to examine the use and role of non-mandated services to determine if changes should be made in the future. Work will resume in 2006 on developing some basic marketing tools for the system.

Financial Position

While the system experienced a 3.7% cut in state funding in 2003 with no increase in 2004 or 2005, its financial position has remained relatively healthy. This is largely because state aid funding has become a decreasing portion of OWLS operating budget. In 2006, over half of OWLS operating budget will come from fees paid for services by libraries. Even though state aid will increase by 5.0% in 2006, it will comprise only 37% of the operating budget. The remaining income is from contracts, grants, and interest earnings.



Because OWLS budget is so dependent upon fees for services, the ability to continue providing current services will be threatened if local budget cuts affect the ability of member libraries to pay their fees. Given that municipalities are facing a state-imposed tax freeze, local library funding is not expected to grow in 2006. However, it's not likely that local libraries will be unable to pay fees for OWLS services.

Because OWLS financial position is healthy, no major reductions in services are planned for 2006. The emphasis will be on continuing to offer a strong program of services to member libraries as efficiently and effectively as possible. The system will continue to look for ways to streamline service delivery and reduce costs, and, of course, it will continue to monitor conditions and be prepared to respond rapidly should changes be necessary.

SYSTEM PLAN (continued)

Describe the planning environment and process under which this and other system plans were developed. (List additional system planning documents with the period covered and file any planning documents which have not previously been provided to the division.)

This year's plan reflects input from a variety of sources. The OWLS professional staff met throughout the year to discuss issues important to the future of the system. Also, a small group that provides computer support met on a weekly schedule. OWLS professional staff met individually with staff from Appleton Public Library, Nicolet Federated Library System, and member libraries on many occasions. OWLS Director and Assistant Director met regularly with their counterparts at Appleton Public Library.

OWLS conducted two meetings with member library directors in 2005 (April 29 and August 26). A portion of each meeting was devoted specifically to discussing issues facing the system and its libraries in 2006 and beyond. Six Brown Bag Lunch Meetings were held to give OWLS children's librarians an opportunity to share with each other and with system representatives. A Webmasters Meeting was held in August to give those responsible for maintaining member library web sites a chance to discuss web issues. Input from the directors, children's librarians, and webmasters were considered in the development of the plan.

Outagamie and Waupaca Counties engaged in planning processes and adopted new county library service plans in 2004. The county plans have been considered in the development of the 2006 system plan. Several additional meetings were held with representatives of Outagamie County to discuss how to minimize the impact of Oneida Community Library's high costs on the county library budget and other libraries. In August, OWLS Director met with representatives of Outagamie County and the Oneida Nation to discuss library funding. Consequently, a new service agreement between Outagamie County and the Oneida Nation contains language stating that costs for comparable county libraries will be used to compute county compensation for the Oneida Community Library.

In March and April 2004, OWLS developed and adopted its *Technology and Resource Sharing Plan: July 1, 2004 – June 30, 2007*. This plan has continued to inform the library system plan.

The OWLSnet migration Steering Committee met regularly as part of the process to select a new integrated library system vendor. Its work has been considered in developing this plan. This is also true for the Administrative Advisory Committee of OWLSnet, which will meet five times during the year.

An OWLS staff member has continued to serve on the Executive Board of the Fox Valley Library Council, Inc., which meets quarterly. Participation on the Executive Board, and at quarterly membership meetings, has enabled OWLS and FVLC to integrate the other organization's objectives into their respective plans.

The OWLS Board met monthly, holding a number of discussions and taking a variety of actions that contributed to the development of this plan.

STATUTORY/SYSTEM REQUIREMENTS

The following plan and compliance document provides assurance that your public library system intends to comply with all statutory requirements for public library systems for the calendar year 2006. Indicate, with a check, your system's intent to comply with each system requirement and provide the requested information under each system requirement.

S.43.24(2) For a public library system to qualify for and maintain its eligibility for state aid under this section it shall ensure that all of the following are provided:

Membership Agreements

- (a) Written agreements to provide, to any resident of the system area, the same library services, on the same terms, that are provided to the residents of the municipality or county that established the member library, except for the group programming preference authorized under s.43.15(4)(c)4, and to provide for the interlibrary loan of materials among all participating public libraries, as evidenced by agreements with those libraries.

- A copy of the agreement with a list of all members signing it will be provided to the division by January 15.

Resource Library Agreement

- (b) Backup reference, information, and interlibrary loan services from the system resource library, including the development of and access to specialized collections, as evidenced by a written agreement with that library.

- A signed copy of the resource agreement will be provided to the division by January 15.

Reference Referral and Interlibrary Loan

- S.43.24(2)(d) Referral or routing of reference and interlibrary loan requests from libraries within the system to libraries within and outside the system.

List ongoing activities related to this requirement:

OWLS will continue to maintain a shared database of member library bibliographic records and holdings. The majority of all interlibrary loan transactions occur between libraries using the OWLSnet shared automation system.

OWLSnet will continue to allow patrons to request the interlibrary loan of items by placing holds in the online catalog.

OWLS will continue to provide all member libraries with access to the WISCAT ILL system. Most member libraries use this system to initiate requests for items not held in the OWLSnet database. OWLS staff responds to ILL requests coming from outside of OWLSnet for all system libraries.

OWLSnet will regularly load records from its bibliographic database into WISCAT to facilitate resource sharing between network members and other libraries in the state.

OWLS will continue to provide ongoing training and support in the use of the WISCAT ILL system, including holding meetings for member library ILL contacts and maintaining an FAQ page on OWLSweb.

OWLS will continue to contract with Nicolet Federated Library System to serve as the WISCAT default for all OWLS libraries.

OWLS will continue to compensate significant ILL net lenders.

OWLS, in cooperation with Nicolet Federated Library System, will continue to provide OWLSnet members with access to electronic resources including Biography Resource Center, Business and Company Resource Center, General Reference Center, Health and Wellness Resource Center, and Literature Resource Center from Gale Group.

OWLS, with support from Appleton Public Library, will continue to provide OWLS member libraries with a subscription to the full-text version of the Appleton Post Crescent, which is available from NewsBank.

New or priority activities relating to this requirement for the plan year:

OWLS will continue to provide its member libraries with access to Learning Express Library, which was demonstrated as part of a 2005 LSTA grant project.

OWLS, NFLS, and OWLSnet member libraries will determine and implement optimal interlibrary loan procedures as part of the configuration of the new Innovative Interfaces ILS.

OWLS will provide appropriate training to member library staff whenever WISCAT software or interface changes occur in order to enable them to continue using WISCAT ILL successfully.

OWLS and NFLS will continue to monitor and make recommendations for addressing any resource sharing inequities that may emerge between systems and libraries (e.g., changes in library automation system parameters, purchase of high demand materials, changes in fee structure).

Inservice Training

- S.43.24(2)(e) Inservice training for participating public library personnel and trustees.

List ongoing activities related to this requirement:

OWLS will conduct four to six workshops on topics of interest to librarians, staff, and trustees of member and area libraries. In addition, OWLS will hold at least one training session specifically for library trustees.

OWLS will pursue collaborations with other organizations, particularly neighboring library systems, to provide continuing education workshops.

OWLS will continue to provide group training to staff of member libraries in Appleton Public Library's computer lab in the effective use of electronic information resources, computers, software, and other new technologies.

OWLS will continue to provide group training, individual training, or consultation to staff of member libraries in the effective use of electronic information resources, computers, software, and other new technologies.

OWLS will continue to provide information to its member libraries about sources for training in common microcomputer applications, e.g., MS Office, because OWLS no longer provides this training.

OWLS will continue to provide scholarships for librarians, staff, and trustees to attend workshops and conferences, including one or two national conference scholarships.

OWLS will continue to cooperate with Winnefox Library System to produce a quarterly educational newsletter for library trustees.

OWLS will continue to maintain a calendar of CE events and training sessions on the web.

OWLS will continue to validate and maintain librarian certification records.

OWLS will continue to acquire professional resources for use by system staff.

New or priority activities relating to this requirement for the plan year:

OWLS will provide any training necessary for OWLSnet libraries in using the new Innovative Interfaces ILS.

Because OWLS Assistant Director, who serves as the system's validator, will retire at the end of 2005, it will be necessary to assign responsibility for validating and maintaining certification records to another staff member.

STATUTORY/SYSTEM REQUIREMENTS

Delivery and Communication

- S.43.24(2)(fm) Electronic delivery of information and physical delivery of library materials to participating libraries.

List ongoing activities related to this requirement:

OWLS will continue to contract with Waltco, Inc. to provide five-day-a-week delivery service to all member libraries.

OWLS will continue to participate in the statewide delivery service provided by the South Central Library System.

OWLS and Nicolet Federated Library System will continue to contract with Waltco for five-day-a-week delivery between Appleton and Green Bay.

OWLS will continue to provide email accounts and support to staff of all member libraries.

OWLS will continue to utilize email as its primary method for rapidly disseminating information to member libraries. In addition to traditional email messages, OWLS will regularly send html email newsletters (e.g., Carpe Hootem, Network News) to selected groups of librarians.

OWLS will continue to rely on a newly redesigned version of OWLSweb, the system web site, to provide a rich variety of relevant content and links helpful to library staff and trustees.

OWLS will continue to provide extensive web hosting services to facilitate the electronic delivery of information from member libraries to their constituents.

OWLS will continue to use online calendar software to share information about continuing education, training opportunities, and staff activities. In addition, OWLS will continue to provide calendar software to OWLS and NFLS libraries for them to use to disseminate information to their staffs and publics.

OWLS staff will continue assisting member libraries with posting electronic content contained in local databases on their web sites.

New or priority activities relating to this requirement for the plan year:

OWLS will continue to monitor delivery volume and plan any necessary adjustments or modifications to the delivery service. Delivery volume may eventually exceed OWLS ability to pay for delivery service, due to the rapidly increasing volume of interlibrary loan.

STATUTORY/SYSTEM REQUIREMENTS

Service Agreements

- S.43.24(2)(g) Service agreements with all adjacent library systems.
- A copy of the agreement with adjacent systems with a list of all systems signing the agreement will be provided to the division by January 15.

Other Types of Libraries

- S.43.24(2)(L) Cooperation and continuous planning with other types of libraries in the system area which results in agreements with those libraries for the appropriate sharing of library resources to benefit the clientele of all libraries in the system area.
- The system will have agreements with other types of libraries, or if the system participates in a cooperation agreement with a multitype organization to meet the purposes of this goal, there is established a clear link between the system and the individual members of the multitype organization. A copy of the agreement with a list of all signing libraries will be provided to the division by January 15.
- Other types of libraries in the system area have had an opportunity to review and comment on the plan.

Library Technology and Resource Sharing Plan

- S.43.24(2)(m) Planning with the division and with participating public libraries and other types of libraries in the area in regard to library technology and the sharing of resources. By January 1, 2000, and every 5th January 1 thereafter, the public library system shall submit to the division a written plan for library technology and the sharing of resources.
- Member public libraries and other types of libraries in the system area have had an opportunity to review and comment on the plan.
- A copy of the written plan, including any revisions and amendments, for library technology and resource sharing is attached to this document.

Professional Consultation

S.43.24(2)(h) Professional consultation services to participating public libraries.

List ongoing activities related to this requirement:

OWLS will continue to provide professional consultant services in a variety of areas including public library administration and finance, library automation, technical services, computer selection and use, web site development, staff development, planning and evaluation, collection development, special needs, and legal issues.

OWLS will continue to provide consulting using a variety of methods: by visits to the member libraries, by meetings held with individuals at the system office, through email and telephone consultation, through interactive computer sessions, and through specially-developed resources on the system's web site, e.g., the tips for using computers (Tidbits), "Links for Libraries."

OWLS will continue to facilitate the sharing of professional information among system and member library staff by holding regular meetings of staff with similar interests, e.g., brown bag lunch meetings for children and young adult staff, webmasters meetings, readers' advisory group meetings, directors meetings.

OWLS will continue to acquire professional resources for use by system staff in providing consultation to member library staff and trustees.

New or priority activities relating to this requirement for the plan year:

With the retirement of the Assistant Director and the hiring of a new professional staff member, areas of responsibility for providing professional consultation will be re-examined and reassigned among the professional staff.

Service to Users with Special Needs

S.43.24(2)(k) Promotion and facilitation of library service to users with special needs.

List ongoing activities related to this requirement:

OWLS will continue to actively support the work of the Fox Valley Literacy Coalition. The system will continue to support their work by providing grants and services such as free printing, use of mailing facilities, and web site maintenance training.

OWLS will continue to provide resources for library staff and trustees that promote understanding and awareness of the Latino community and culture, e.g., Latino Links for Librarians on OWLSweb.

OWLS Catalog Librarian, who is fluent in Spanish, will continue to offer special help to member libraries buying and promoting Spanish materials, as well as brochures in Spanish that promote library services in general.

OWLS will continue to provide its member libraries with access to Learning Express Library, which was demonstrated as part of a 2005 LSTA grant project, including GED practice tests and a Spanish language interface to many tests.

New or priority activities relating to this requirement for the plan year:

If awarded, OWLS will implement an LSTA grant focusing on the accessibility and programming needs of Seniors.

OWLS will implement a Spanish language interface to the new Innovative Interfaces automation system, i.e., the OWLSnet online public access catalog.

OWLS will develop Spanish language marketing materials to introduce Spanish speakers to the new online public access catalog and other library services.

OWLS and interested member libraries will plan and submit a 2007 LSTA grant for a project that serves persons with special needs.

Other Service Programs

S.43.24(2)(i) Any other service programs designed to meet the needs of participating public libraries and the residents of the system area, as determined by the public library system board after consultation with participating public libraries.

List each "other" service program individually with ongoing activities and new or priority activities for the plan year under each program. For instance, if the system provides a bookmobile service program, list ongoing activities and new or priority activities for the bookmobile program. (Do not lump miscellaneous activities under a single "other" program.)

Youth Services

List ongoing activities related to this requirement:

OWLS will continue to facilitate the interaction of children's librarians at 5 or 6 brown bag lunch meetings each year.

OWLS will continue to design and reproduce supplementary materials in support of member library summer library programs.

OWLS will continue to offer grants for summer library program performers.

OWLS will continue to develop and post a summer library program web site.

OWLS will continue to fund a collection of large-format picture books (Big Books) for the exclusive use of librarians in their children's programming.

New or priority activities relating to this requirement for the plan year:

OWLS will continue to evaluate the value and cost-effectiveness of providing supplementary materials in support of the state's summer reading program.

OWLS will hire a new librarian who will serve as the system's Youth Services Liaison.

Other Service Programs

S.43.24(2)(i) Any other service programs designed to meet the needs of participating public libraries and the residents of the system area, as determined by the public library system board after consultation with participating public libraries.

List each "other" service program individually with ongoing activities and new or priority activities for the plan year under each program. For instance, if the system provides a bookmobile service program, list ongoing activities and new or priority activities for the bookmobile program. (Do not lump miscellaneous activities under a single "other" program.)

Public Information and Promotion

List ongoing activities related to this requirement:

OWLS will continue to provide design and printing services for member libraries and system programs, including bookmarks, resource lists, brochures, signs, forms, and buttons. Member libraries will continue to receive these services for a nominal cost.

OWLS will seek to ensure that all the member libraries, especially those with new directors, are aware of the full range of services available to them in this program.

New or priority activities relating to this requirement for the plan year:

OWLS will continue to examine its printing and graphics service to determine if this program is cost effective, effectively meets the needs of member libraries, and has kept up with the changing expectations and standards of print materials in the library world. Recommendations for changes will be made and implemented in 2007.

OWLS will contract with a graphic design firm to design new basic organizational materials, e.g., letterhead, envelopes, note cards, general information brochure.

OWLS will contract with a graphic design firm to design a new logo and marketing materials for OWLSnet.

OWLS will help support the statewide library awareness campaign being conducted by the Wisconsin Library Association Foundation.

STATUTORY/SYSTEM REQUIREMENTS

Administration

- The system will not expend more than 20 percent of the state aid projected to be received in the plan year for administration.
- The 2005 system audit will be submitted to the division no later than October 15, 2006.

Budget

- A copy of your public library system budget by service program category and fund source for the plan year (see attached guidelines) is attached.

CERTIFICATION

WE, THE UNDERSIGNED, HEREBY CERTIFY that to the best of our knowledge the information provided in this document and any attachments are true and correct, and that the system will be in full compliance with s. 43.24(2)(a) through s. 43.24(2)(m) of the Wisconsin Statutes for the year 2006.

System Director	Date Signed
System Board President	Date Signed

FOR DPI USE – LIBRARY SYSTEM PLAN APPROVAL

Pursuant to Wisconsin Statutes, the plan contained herein is: <input type="checkbox"/> Approved <input type="checkbox"/> Provisionally Approved (See comments) <input type="checkbox"/> Disapproved (See comments)	Signature of DLTCL Assistant Superintendent	Date Signed
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Comments:

Public Library System 2006 Annual Program Budget

Program	2006 Public Library System Aid	System Aid Carryover and Interest Earned	Other State and Federal Library Program Funds	All Other Income	Total
<i>Technology, Reference and Interlibrary Loan*:</i>					
<i>1. OWLSnet</i>	\$68,943	\$0	\$14,642	\$730,703	\$814,288
<i>2. OWLS</i>	\$144,933	\$0	\$0	\$12,000	\$156,933
Program Total	\$213,876	\$0	\$14,642	\$742,703	\$971,221
<i>Continuing Education and Consulting Service*</i>	\$107,259	\$0	\$0	\$4,000	\$111,259
<i>Delivery Services</i>	\$82,471	\$0	\$0	\$34,000	\$116,471
<i>Library Services to Special Users</i>	\$37,082	\$0	\$0	\$0	\$37,082
<i>Library Collection Development</i>		\$0	\$0	\$0	\$0
<i>Direct Payment to Members for Nonresident Access</i>	\$0	\$0	\$0	\$1,705,257	\$1,705,257
<i>Direct Nonresident Access Payments Across System Borders</i>	\$0	\$0	\$0	\$122,626	\$122,626
<i>Library Services to Youth</i>	\$51,517	\$0	\$0	\$0	\$51,517
<i>Public Information</i>	\$67,692	\$0	\$0	\$14,000	\$81,692
<i>Administration</i>	\$43,388	\$7,000	\$0	\$55,000	\$105,388
<i>Other System Programs:</i>					
<i>1. Capital Expenditures</i>				\$203,949	\$203,949
<i>2.</i>					
<i>3.</i>					
<i>4.</i>					
Totals	\$603,285	\$7,000	\$14,642	\$2,881,535	\$3,506,462

* These programs may be divided into subprograms at the discretion of the system. If choosing not to use subprograms, enter amounts on program total line only.

**Outagamie Waupaca Library System
2006 Budget**

	2005 Budget 07/20/05	2006 Budget 09/09/05	Change	% Change
Income				
State Aid	\$574,478.00	\$603,285.00	\$28,807.00	5.0%
Outagamie County	\$1,071,868.00	\$1,071,868.00	\$0.00	0.0%
Waupaca County	\$653,390.00	\$653,390.00	\$0.00	0.0%
Intersystem Income	\$133,333.00	\$160,953.00	\$27,620.00	20.7%
Automation Income	\$798,334.00	\$835,246.00	\$36,912.00	4.6%
Federal LSTA Grants	\$31,450.00	\$14,642.00	(\$16,808.00)	-53.4%
Interest Income	\$17,000.00	\$17,000.00	\$0.00	0.0%
Printing Income	\$11,000.00	\$10,000.00	(\$1,000.00)	-9.1%
Miscellaneous Income	\$12,200.00	\$3,000.00	(\$9,200.00)	-75.4%
	-----	-----	-----	
Total Revenue	\$3,303,053.00	\$3,369,384.00	\$66,331.00	2.0%
Transfer from Fund Balance	\$290,900.00	\$137,537.00	(\$153,363.00)	-52.7%
	-----	-----	-----	
Total Revenue & Transfers	\$3,593,953.00	\$3,506,921.00	(\$87,032.00)	-2.4%
	=====	=====	=====	
Expenditures				
ADMINISTRATION				
300-03 Salaries	\$49,116.00	\$48,343.00	(\$773.00)	-1.6%
301-03 Payroll Taxes	\$3,757.00	\$3,698.00	(\$59.00)	-1.6%
302-03 Fringe Benefits	\$24,841.00	\$24,847.00	\$6.00	0.0%
305-03 Facilities	\$3,000.00	\$3,000.00	\$0.00	0.0%
311-08 Telephone	\$3,000.00	\$3,000.00	\$0.00	0.0%
312-03 Supplies	\$1,500.00	\$1,500.00	\$0.00	0.0%
320-03 Equipment	\$0.00	\$0.00	\$0.00	-
321-03 Equipment Service	\$1,000.00	\$1,000.00	\$0.00	0.0%
325-03 Meeting and Travel	\$2,000.00	\$2,000.00	\$0.00	0.0%
330-03 Professional Services	\$11,000.00	\$11,000.00	\$0.00	0.0%
332-03 Insurance	\$4,000.00	\$4,000.00	\$0.00	0.0%
363-03 Prof. Memberships	\$2,000.00	\$2,000.00	\$0.00	0.0%
375-03 Miscellaneous	\$1,000.00	\$1,000.00	\$0.00	0.0%
	-----	-----	-----	
	\$106,214.00	\$105,388.00	(\$826.00)	-0.8%
TECHNOLOGY-REFERENCE-INTERLOAN				
OWLS				
300-11 Salaries	\$89,369.00	\$87,739.00	(\$1,630.00)	-1.8%
301-11 Payroll Taxes	\$6,837.00	\$6,712.00	(\$125.00)	-1.8%
302-11 Fringe Benefits	\$36,232.00	\$34,972.00	(\$1,260.00)	-3.5%
305-11 Facilities	\$3,000.00	\$3,000.00	\$0.00	0.0%
312-11 Supplies	\$500.00	\$500.00	\$0.00	0.0%
320-11 Equipment	\$3,000.00	\$2,000.00	(\$1,000.00)	-33.3%
326-11 Training/Consulting	\$1,000.00	\$1,000.00	\$0.00	0.0%
330-11 Software	\$8,500.00	\$1,500.00	(\$7,000.00)	-82.4%
342-11 Online Databases	\$0.00	\$3,110.00	\$3,110.00	-
345-11 WISCAT Fees	\$2,700.00	\$2,700.00	\$0.00	0.0%
354-11 Special Promotions	\$1,000.00	\$0.00	(\$1,000.00)	-100.0%
373-11 FOCOL Participation	\$5,000.00	\$5,000.00	\$0.00	0.0%
374-11 FVLC Participation	\$1,000.00	\$1,000.00	\$0.00	0.0%
375-11 Statewide Projects	\$2,000.00	\$3,700.00	\$1,700.00	85.0%
378-11 Lender Compensation	\$4,000.00	\$4,000.00	\$0.00	0.0%
	-----	-----	-----	
Subtotal	\$164,138.00	\$156,933.00	(\$7,205.00)	-4.4%

TECHNOLOGY-REFERENCE-INTERLOAN

<u>OWLSnet</u>	<u>2005 Budget</u>	<u>2006 Budget</u>	<u>Change</u>	
300-05 Salaries	\$222,615.00	\$234,270.00	\$11,655.00	5.2%
301-05 Payroll Taxes	\$17,030.00	\$17,922.00	\$892.00	5.2%
302-05 Fringe Benefits	\$82,729.00	\$88,692.00	\$5,963.00	7.2%
305-05 Facilities	\$6,000.00	\$6,000.00	\$0.00	0.0%
311-05 Telephone	\$3,000.00	\$3,500.00	\$500.00	16.7%
312-05 Supplies	\$9,000.00	\$9,000.00	\$0.00	0.0%
313-05 Telecommunications	\$82,000.00	\$73,600.00	(\$8,400.00)	-10.2%
314-05 Card Supplies	\$10,000.00	\$10,000.00	\$0.00	0.0%
315-05 Printing	\$5,000.00	\$5,000.00	\$0.00	0.0%
320-05 Computer Equipment	\$5,000.00	\$5,000.00	\$0.00	0.0%
321-05 Microcomputer Repair	\$1,000.00	\$1,000.00	\$0.00	0.0%
325-05 Meeting and Travel	\$11,800.00	\$10,000.00	(\$1,800.00)	-15.3%
326-05 Training/Consulting	\$9,000.00	\$6,000.00	(\$3,000.00)	-33.3%
330-05 Software	\$7,000.00	\$4,000.00	(\$3,000.00)	-42.9%
340-05 Resource Library	\$17,500.00	\$17,500.00	\$0.00	0.0%
342-05 Online Databases	\$91,897.00	\$100,044.00	\$8,147.00	8.9%
343-05 Internet Access	\$28,000.00	\$17,760.00	(\$10,240.00)	-36.6%
345-05 Cataloging Charges	\$65,000.00	\$65,000.00	\$0.00	0.0%
349-05 Enhanced Content	\$0.00	\$15,000.00	\$15,000.00	-
348-05 Authority Control	\$10,000.00	\$10,000.00	\$0.00	0.0%
350-05 System Development	\$10,000.00	\$10,000.00	\$0.00	0.0%
352-05 System Hardware	\$10,000.00	\$10,000.00	\$0.00	0.0%
353-05 Network Hardware	\$20,000.00	\$13,000.00	(\$7,000.00)	-35.0%
354-05 System Maintenance	\$87,000.00	\$82,000.00	(\$5,000.00)	-5.7%
	-----	-----	-----	
Subtotal	\$810,571.00	\$814,288.00	\$3,717.00	0.5%
	-----	-----	-----	
Total	\$974,709.00	\$971,221.00	(\$3,488.00)	-0.4%

CONTINUING EDUCATION - CONSULTING

300-10 Salaries	\$60,802.00	\$53,893.00	(\$6,909.00)	-11.4%
301-10 Payroll Taxes	\$4,651.00	\$4,123.00	(\$528.00)	-11.4%
302-10 Fringe Benefits	\$19,011.00	\$19,993.00	\$982.00	5.2%
305-10 Facilities	\$6,000.00	\$6,000.00	\$0.00	0.0%
324-10 CE Program Expenses	\$7,500.00	\$6,500.00	(\$1,000.00)	-13.3%
325-10 Travel	\$4,000.00	\$4,000.00	\$0.00	0.0%
326-10 CE Scholarships	\$5,000.00	\$5,000.00	\$0.00	0.0%
327-10 Staff Development	\$8,000.00	\$8,000.00	\$0.00	0.0%
354-10 Professional Serials	\$2,250.00	\$2,250.00	\$0.00	0.0%
360-10 Professional Books	\$2,750.00	\$1,500.00	(\$1,250.00)	-45.5%
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	\$119,964.00	\$111,259.00	(\$8,705.00)	-7.3%

DELIVERY

300-08 Salaries	\$30,378.00	\$22,829.00	(\$7,549.00)	-24.9%
301-08 Payroll Taxes	\$1,811.00	\$1,670.00	(\$141.00)	-7.8%
302-08 Fringe Benefits	\$11,016.00	\$9,172.00	(\$1,844.00)	-16.7%
305-08 Facilities	\$6,000.00	\$6,000.00	\$0.00	0.0%
310-08 Postage	\$3,000.00	\$2,500.00	(\$500.00)	-16.7%
312-08 Supplies	\$2,500.00	\$1,500.00	(\$1,000.00)	-40.0%
350-08 Vehicle Operation	\$1,000.00	\$0.00	(\$1,000.00)	-100.0%
363-08 Contractual Services	\$68,400.00	\$71,700.00	\$3,300.00	4.8%
365-08 Equipment Lease	\$1,100.00	\$1,100.00	\$0.00	0.0%
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	\$125,205.00	\$116,471.00	(\$8,734.00)	-7.0%

SPECIAL USER SERVICES

300-13 Salaries	\$10,464.00	\$15,132.00	\$4,668.00	44.6%
301-13 Payroll Taxes	\$800.00	\$1,158.00	\$358.00	44.8%
302-13 Fringe Benefits	\$3,531.00	\$6,292.00	\$2,761.00	78.2%
338-13 Literacy Support	\$6,000.00	\$6,000.00	\$0.00	0.0%
339-13 Materials	\$14,650.00	\$8,500.00	(\$6,150.00)	-42.0%
	-----	-----	-----	
	\$35,445.00	\$37,082.00	\$1,637.00	4.6%

PUBLIC INFORMATION - PROMOTION

300-15 Salaries	\$26,172.00	\$32,841.00	\$6,669.00	25.5%
301-15 Payroll Taxes	\$2,002.00	\$2,512.00	\$510.00	25.5%
302-15 Fringe Benefits	\$5,582.00	\$7,839.00	\$2,257.00	40.4%
305-15 Facilities	\$6,000.00	\$6,000.00	\$0.00	0.0%
312-15 Supplies	\$15,000.00	\$14,000.00	(\$1,000.00)	-6.7%
320-15 Equipment	\$4,500.00	\$3,500.00	(\$1,000.00)	-22.2%
321-15 Equipment Repair	\$3,500.00	\$4,000.00	\$500.00	14.3%
354-15 Special Promotions	\$3,000.00	\$3,000.00	\$0.00	0.0%
364-15 Commercial Work	\$11,000.00	\$8,000.00	(\$3,000.00)	-27.3%
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	\$76,756.00	\$81,692.00	\$4,936.00	6.4%

YOUTH SERVICES

300-06 Salaries	\$28,966.00	\$32,119.00	\$3,153.00	10.9%
301-06 Payroll Taxes	\$2,216.00	\$2,457.00	\$241.00	10.9%
302-06 Fringe Benefits	\$5,817.00	\$8,441.00	\$2,624.00	45.1%
312-06 Supplies	\$1,000.00	\$1,000.00	\$0.00	0.0%
326-06 SLP Program Grants	\$7,000.00	\$7,000.00	\$0.00	0.0%
340-07 Big Books Collection	\$500.00	\$500.00	\$0.00	0.0%
	-----	-----	-----	
	\$45,499.00	\$51,517.00	\$6,018.00	13.2%

ACCESS PAYMENTS

County Service

400-22 Appleton	\$606,827.00	\$606,827.00	\$0.00	0.0%
405-22 Black Creek	\$47,354.00	\$47,354.00	\$0.00	0.0%
410-22 Clintonville	\$109,839.00	\$109,839.00	\$0.00	0.0%
415-22 Fremont	\$18,647.00	\$18,647.00	\$0.00	0.0%
420-22 Hortonville	\$46,638.00	\$46,638.00	\$0.00	0.0%
425-22 Iola	\$53,698.00	\$53,698.00	\$0.00	0.0%
430-22 Kaukauna	\$69,315.00	\$69,315.00	\$0.00	0.0%
435-22 Kimberly-Little Chute	\$130,340.00	\$130,340.00	\$0.00	0.0%
440-22 Manawa	\$51,149.00	\$51,149.00	\$0.00	0.0%
445-22 Marion	\$15,896.00	\$15,896.00	\$0.00	0.0%
450-22 New London	\$147,143.00	\$147,143.00	\$0.00	0.0%
455-22 Scandinavia	\$9,443.00	\$9,443.00	\$0.00	0.0%
460-22 Seymour	\$56,661.00	\$56,661.00	\$0.00	0.0%
465-22 Shiocton	\$16,364.00	\$16,364.00	\$0.00	0.0%
470-22 Waupaca	\$260,773.00	\$260,773.00	\$0.00	0.0%
475-22 Weyauwega	\$38,444.00	\$38,444.00	\$0.00	0.0%
480-22 Oneida	\$26,726.00	\$26,726.00	\$0.00	0.0%
	-----	-----	-----	
Subtotal	\$1,705,257.00	\$1,705,257.00	\$0.00	0.0%

Intersystem Service

400-23 Appleton	\$44,809.00	\$56,720.00	\$11,911.00	26.6%
405-23 Black Creek	\$0.00	\$0.00	\$0.00	-
410-23 Clintonville	\$797.00	\$474.00	(\$323.00)	-40.5%
415-23 Fremont	\$1,051.00	\$2,460.00	\$1,409.00	134.1%
420-23 Hortonville	\$0.00	\$0.00	\$0.00	-
425-23 Iola	\$0.00	\$0.00	\$0.00	-
430-23 Kaukauna	\$18,365.00	\$24,658.00	\$6,293.00	34.3%
435-23 Kimberly-Little Chute	\$20,126.00	\$27,575.00	\$7,449.00	37.0%
440-23 Manawa	\$0.00	\$0.00	\$0.00	-
445-23 Marion	\$9,679.00	\$9,699.00	\$20.00	0.2%
450-23 New London	\$0.00	\$0.00	\$0.00	-
455-23 Scandinavia	\$0.00	\$0.00	\$0.00	-
460-23 Seymour	\$0.00	\$0.00	\$0.00	-
465-23 Shiocton	\$0.00	\$0.00	\$0.00	-
470-23 Waupaca	\$298.00	\$1,040.00	\$742.00	249.0%
475-23 Weyauwega	\$0.00	\$0.00	\$0.00	-
480-23 Oneida	\$0.00	\$0.00	\$0.00	-
	-----	-----	-----	
Subtotal	\$95,125.00	\$122,626.00	\$27,501.00	28.9%
	-----	-----	-----	
Total	\$1,800,382.00	\$1,827,883.00	\$27,501.00	1.5%
	=====	=====	=====	

SUMMARY

Administration	\$106,214.00	\$105,388.00	(\$826.00)	-0.8%
T-R-I: OWLSnet	\$810,571.00	\$814,288.00	\$3,717.00	0.5%
T-R-I: OWLS	\$164,138.00	\$156,933.00	(\$7,205.00)	-4.4%
Continuing Ed. - Consulting	\$119,964.00	\$111,259.00	(\$8,705.00)	-7.3%
Delivery	\$125,205.00	\$116,471.00	(\$8,734.00)	-7.0%
Special User Services	\$35,445.00	\$37,082.00	\$1,637.00	4.6%
Public Information - Promotion	\$76,756.00	\$81,692.00	\$4,936.00	6.4%
Youth Services	\$45,499.00	\$51,517.00	\$6,018.00	13.2%
	-----	-----	-----	
Subtotal	\$1,483,792.00	\$1,474,630.00	(\$9,162.00)	-0.6%
Access Payments	\$1,800,382.00	\$1,827,883.00	\$27,501.00	1.5%
Capital	\$308,425.00	\$203,949.00	(\$104,476.00)	-33.9%
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	\$3,592,599.00	\$3,506,462.00	(\$86,137.00)	-2.4%
	=====	=====	=====	

Summary of Personnel Costs

Salaries	\$517,882.00	\$527,166.00	\$9,284.00	1.8%
Payroll Taxes	\$39,104.00	\$40,252.00	\$1,148.00	2.9%
Fringe Benefits	\$188,759.00	\$200,248.00	\$11,489.00	6.1%
	-----	-----	-----	
Total	\$745,745.00	\$767,666.00	\$21,921.00	2.9%