



GENERAL INFORMATION

Library System

Outagamie Waupaca Library System

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 14,217 and 17,183, respectively. Appleton Public Library has the largest municipal population in the system area, i.e., 72,085 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 nearly 1,242,000 items to non-residents in 2005. 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.

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 (inter-municipal) borrowing takes place in the system (c. 156,000 circulations in 2005).

OWLS is one of the smaller of the seventeen systems in Wisconsin. In 2005, 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 the measures. Adjusting for population by using per capita comparisons, the system generally ranks much higher than eleventh.

Comparison of Selected Composite Measures from 2005 Wisconsin Library Service Record

Measure	OWLS				Statewide
	Raw Data	Rank	Per Capita	Rank	Per Capita
Total Service Population	234,332	11			
Square Footage of Library Space	198,910	11	0.85	10	0.86
Annual Hours Open	41,716	12	0.18	11	0.18
Book Volumes Added	64,410	10	0.27	5	0.26
Book Titles Added	35,935	12	0.15	12	0.19
Book Volumes Owned	768,9554	11	3.28	13	3.49
Audio Materials (per 1,000 pop.)	45,838	10	195.61	11	207.17
Video Materials (per 1,000 pop.)	62,4338	8	266.43	8	244.80
Circulation	2,644,439	8	11.29	6	10.38
Interlibrary Items Loaned	269,386	6	1.15	3	0.98
Interlibrary Items Borrowed	242,693	6	1.04	4	0.96
Reference Transactions	246,5271	7	1.05	5	0.93
Library Visits	1,421,903	10	6.07	6	5.93
Library Programs	3,506	8	.015	3	.011
Library Program Attendance	96,651	7	0.41	2	0.29
Public Use Computers (per 1,000 pop.)	181	14	0.77	17	0.96
Public Internet PCs (per 1,000 pop.)	142	14	0.61	16	0.77
Total Non-Resident Circulation	1,241,859	6	5.30	1	3.46
County N-R Circ. – Patrons with Libraries	143,962	8	.61	6	.832
County N-R Circ. – Patrons without Libs.	796,891	6	3.40	3	2.04
Total County Non-Resident Circulation	940,853	7	4.02	2	2.87
Adjacent Intersystem N-R Circ. – with Libs.	100,973	2s	.43	1	.09
Adjacent Intersystem N-R Circ. –w/o Libs.	139,978	1	.60	1	.13
Intersystem Non-Resident Circulation	254,424	1	1.09	1	0.29
Staff FTE - MLS Librarians (per 1,000 pop.)	25.38	9	0.11	11	0.12
Total Staff FTE (per 1,000 pop.)	136.99	11	0.58	10	0.58
Total Library Income (All Sources)	\$9,416,700	11	\$40.19	8	\$39.43
Personnel Expenditures	\$6,350,289	9	\$27.10	8	\$25.82
Materials Expenditures - Print	\$743,028	9	\$3.17	9	\$3.18
Materials Expenditures - Audiovisual	\$223,9268	8	\$0.96	7	\$0.80
Materials Expenditures - Total	\$1,069,054	9	\$4.56	7	\$4.37
Total Operating Expenditures	\$8,914,261	10	\$38.04	8	\$36.28

Measure	OWLS				Statewide
	Raw Data	Rank	Per Capita	Rank	Per Capita
Average Resident Support			\$43.25	2	\$36.28
Average Resident Tax Rate	0.870	5			0.579
Average Non-Resident Support			\$17.60	12	\$20.84
Average Non-Resident Tax Rate	0.241	10			0.250
Overall Average Support			\$32.52	8	\$32.14
Overall Average Tax Rate	0.547	7			0.470

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 16% 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 ranked fifth 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 improved their ranking from 2004 in the number of book volumes and book titles added per capita. Most other collection-related rankings were the same as in 2004, with the exception that audio titles owned per 1,000 population slipped from 10th to 11th. It is also striking that OWLS libraries continue to rank very low in the number of public computers (17th per capita) and the number public computers connected to the Internet (16th per capita).

It is interesting to note that while OWLS ranks eighth 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 a larger share of the cost of library service and are subsidizing the use of their libraries by non-residents. The disparity in per capita funding support between residents and non-residents (\$25.65) is the 3rd largest in the state, and the average difference in per capita funding between residents and non-residents is \$15.45.

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:

- Exploring migration to a new integrated library system
- Expanding the capacity of the delivery service as feasible
- Addressing county and intersystem service inequities
- Implementing a new table of organization

- Developing some basic marketing tools
- Examining non-mandated services, i.e., printing/graphics and youth services

The 2005 and 2006 plans built upon these priorities, and significant progress has been made toward addressing them. While the actions taken during the past two years to address these priorities have shaped the 2007 plan, a number of 2007 priorities are described below. There will be a focus on planning during 2007 to establish new priorities for the future.

ILS Migration and OWLSnet Services

In 2004, work began on the process of migrating to a new integrated library system (ILS). 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 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, a contract was signed with Innovative Interfaces, Inc. to migrate to a new ILS. Data was migrated to the new system, OWLS staff provided training to the staff at OWLSnet libraries, and a new online catalog, InfoSoup, was developed. OWLSnet libraries went live on the new system on February 21, 2006. While it took several weeks to work out some minor bugs in staff use of the system, the public response to InfoSoup has been overwhelmingly positive since the first day.

The completion of the migration to the new ILS is an appropriate time to ask the question, “What next?” OWLSnet will begin a planning process to assess member library needs, to review the current decision-making structure, to identify priorities for the development of OWLSnet services, to review policies and procedures, and to identify any additional issues that need to be addressed by the OWLSnet membership. It is anticipated that this planning will be completed by Spring 2007. The results of this planning process will also be incorporated into a revised Technology and Resource Sharing Plan.

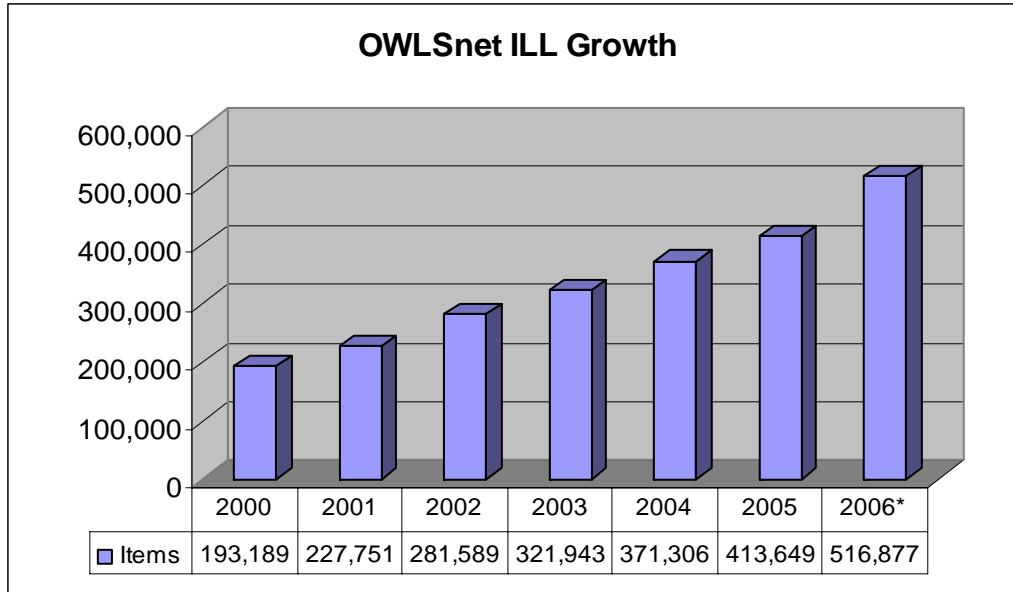
OWLSnet has also created an InfoSoup Development Plan in order to articulate a vision for InfoSoup, to introduce some preliminary ideas for enhancing it, and to create a common understanding of an acceptable development process that provides opportunities for member library input and collaboration. During 2007, InfoSoup will be further developed and enhanced to make it the best possible experience for patrons.

In 2006, 49 OWLSnet libraries were migrated to the state’s new Badgernet Converged Network (BCN), and OWLS doubled its Internet capacity to 9 mbps. However, adequate bandwidth continues to be a challenge for OWLSnet. OWLSnet’s Internet bandwidth is often close to being used to capacity, and some individual libraries are also bumping up against their bandwidth capacity. While the BCN network makes it easier to add bandwidth, the state has not adequately funded the TEACH Wisconsin program so that acquiring additional bandwidth will result in additional costs.

Resource Sharing and 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. With the growth in delivery volume during 2005 and 2006, it is clear that even with rising fuel costs outsourcing the delivery service has saved significantly in delivery costs.

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 516,000, up from 413,649 items in 2005. It is likely that the significant increase in 2006 is largely the result of InfoSoup because patrons find it easier to use and place more holds. However, the 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 September activity

Funding Inequities

Addressing county and intersystem funding inequities will continue to be a priority for OWLS in 2007. This task is a difficult one for three reasons. First, OWLS libraries provide a high volume of service to non-residents. In 2005, 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 people living outside of the system area 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 has historically grown faster than use by local residents.

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, it has been difficult for the counties to make progress at moving toward 100% funding. Rapidly increasing county use at a time of tight county budgets has resulted in lower than desired funding percentages. 2007 funding levels in Outagamie and Waupaca Counties will be at 78.0% and 82.0%, respectively, of their county funding formulas.

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). Beginning in 2005, NFLS started paying 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 2007, Calumet County funding is likely to reach 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. OWLS will work with its member libraries and adjacent library systems to determine the most effective implementation of Act 420.

Other Priorities

OWLS will implement a new table of organization in 2007 aimed at addressing staffing needs that have developed since the retirement of the system's Assistant Director, the growth of OWLSnet and other technology services, and the transfer of more interlibrary loan responsibilities to the Nicolet Federated Library System as part of the OWLS-NFLS technology and resource sharing partnership. Before OWLS engages in any hiring processes, the allocation of all professional tasks will be reviewed, and appropriate job descriptions will be developed.

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. OWLS will work with NFLS throughout the year to determine how the systems can most effectively coordinate activities in order to optimize the staff resources available to each system.

OWLS will also continue to examine the use and role of non-mandated services to determine if changes should be made in the future.

Financial Position

The system's financial position has remained healthy. This is largely because state aid funding has become a decreasing portion of OWLS operating budget. In 2007, nearly half of OWLS operating budget will come from fees paid for services by libraries. Even though state aid will increase by 4.1% in 2007, it will comprise only about 40% of the operating budget. The remaining income is from fees for services, 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 under a state-imposed tax freeze, local library funding is not expected to grow in 2007. 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 2007. 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.

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 attach 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 met regularly with his counterparts at Appleton Public Library and NFLS.

OWLS conducted one meeting with member library directors in 2006 (August 30). A significant part of the meeting was devoted specifically to discussing issues facing the system and its libraries in 2007 and beyond. Five 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 February 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.

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 Administrative Advisory Committee of OWLSnet met six times during the year. A new circulation users group met twice, and a new technical service users group met once.

An OWLS staff member served on the Executive Board of the Fox Valley Library Council, Inc. for half of the year. OWLS staff 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.

ASSURANCES

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 calendar year **2007**. 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.
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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 library agreement will be provided to the division by January 15.
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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.

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, Literature Resource Center, Ancestry Library Edition, and Heritage Quest 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.

OWLS will continue to provide its member libraries with access to Learning Express Library.

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).

Indicate new or priority activities relating to this requirement for the plan year.

OWLS and NFLS will begin providing access to Opposing ViewPoints from Gale Group to OWLSnet member libraries.

OWLS and NFLS will begin providing access to WorldCat from OCLC to OWLSnet member libraries.

OWLSnet holdings will be included in Open WorldCat.

ASSURANCES (cont.)

OWLS will continue to contract with Nicolet Federated Library System to serve as the interlibrary loan clearinghouse for all OWLS libraries.

OWLS will assist NFLS in implementing a new ILL management system and will cooperate to provide appropriate training to member library staff.

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 offer at least ten CE workshops and computer lab classes 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 continue to pursue collaborations with other organizations, particularly neighboring library systems, to provide continuing education workshops.

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 additional sources for continuing education and 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.

Indicate new or priority activities relating to this requirement for the plan year.

OWLS will begin using OPAL (Online Programming for All Libraries) to host online meetings and provide online training to member libraries.

ASSURANCES

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 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.

Indicate 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.

ASSURANCES (cont.)

- 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.
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Professional Consultation

- S. 43.24(2)(h) Professional consultant 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., 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.

Indicate new or priority activities relating to this requirement for the plan year.

Services to Users With Special Needs

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

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, including GED practice tests and a Spanish language interface to many tests.

OWLS will continue to support the Spanish language interface to InfoSoup.

Indicate new or priority activities relating to this requirement for the plan year.

OWLS will develop Spanish language marketing materials to introduce Spanish speakers to InfoSoup and other library services.

OWLS and interested member libraries will plan and submit a 2008 LSTA grant for a project that serves persons with special needs.

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.
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ASSURANCES (cont.)

- Other types of libraries in the system area have had an opportunity to review and comment on the plan.
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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 fifth 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 or is on file with the division.
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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 programs 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 contract with the Waupaca Area Public Library for their Youth Librarian to serve as the system's Youth Services Liaison.

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.

Indicate 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.

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.

ASSURANCES (cont.)

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.

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

Indicate new or priority activities relating to this requirement for the plan year.

OWLS will 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 2008.

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, 2007.

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 is 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 **2007**.

System Director Signature ➤	Date Signed
System Board President Signature ➤	Date Signed

**FOR DPI USE
LIBRARY SYSTEM PLAN APPROVAL**

Pursuant to Wis. Statutes, the plan contained herein is: <input type="checkbox"/> Approved <input type="checkbox"/> Provisionally Approved <i>See Comments.</i> <input type="checkbox"/> Not Approved <i>See Comments.</i>	DLTCL Assistant Superintendent Signature ➤	Date Signed
Comments		

PUBLIC LIBRARY SYSTEM 2007 ANNUAL PROGRAM BUDGET					
Program	2007 Public Library System Aid	System Aid Carryover and Interest Earned	Other State and Federal Library Program Funds	All Other Income	Total
Technology, Reference and Interlibrary Loan*					
1. OWLSnet	\$138,004	\$0	\$14,500	\$766,109	
2. OWLS	\$156,426	\$0	\$0	\$21,500	
3.					
4.					
Program Total	\$294,430	\$0	\$14,500	\$787,609	\$1,096,539
Continuing Education and Consulting Service*					
1. CE and Consulting	\$92,804	\$0	\$0	\$4,000	
2.					
Program Total	\$92,804	\$0	\$0	\$4,000	\$96,804
Delivery Services	\$76,371	\$0	\$0	\$46,455	\$122,826
Library Services to Special Users	\$30,694	\$0	\$0	\$0	\$30,694
Library Collection Development					\$0
Direct Payment to Members for Nonresident Access	\$0	\$0	\$0	\$1,807,103	\$1,807,103
Direct Nonresident Access Payments Across System Borders	\$0	\$0	\$0	\$136,809	\$136,809
Library Services to Youth	\$42,230	\$0	\$0	\$0	\$42,230
Public Information	\$68,404	\$0	\$0	\$11,000	\$79,404
Administration	\$23,142	\$14,000	\$0	\$70,000	\$107,142
Subtotal	\$240,841	\$14,000	\$0	\$2,071,367	\$2,326,208
Other System Programs					
1. Capital Expenditures	\$0	\$0	\$0	\$15,000	\$15,000
2.					\$0
Program Total	\$0	\$0	\$0	\$15,000	\$15,000
Grand Totals	\$628,075	\$14,000	\$14,500	\$2,877,976	\$3,534,551

* These programs may be divided into subprograms at the discretion of the system. If choosing not to use subprograms, enter amounts on line 1.

**Outagamie Waupaca Library System
Proposed 2007 Budget**

	2006 Budget 6/15/06	2007 Budget 10/12/06	Change	% Change
Income				
State Aid	\$603,285.00	\$628,075.00	\$24,790.00	4.1%
Outagamie County	\$1,071,868.00	\$1,123,937.00	\$52,069.00	4.9%
Waupaca County	\$677,311.00	\$703,166.00	\$25,855.00	3.8%
Intersystem Income	\$160,953.00	\$185,763.00	\$24,810.00	15.4%
Automation Income	\$800,000.00	\$732,401.00	(\$67,599.00)	-8.4%
Federal LSTA Grants	\$14,642.00	\$14,500.00	(\$142.00)	-1.0%
Interest Income	\$27,000.00	\$42,000.00	\$15,000.00	55.6%
Printing Income	\$7,000.00	\$7,000.00	\$0.00	0.0%
Miscellaneous Income	\$3,000.00	\$3,000.00	\$0.00	0.0%
	-----	-----	-----	
Total Revenue	\$3,365,059.00	\$3,439,842.00	\$74,783.00	2.2%
Transfer from Fund Balance	\$242,150.00	\$95,000.00	(\$147,150.00)	-60.8%
	-----	-----	-----	
Total Revenue & Transfers	=====	=====	=====	
	\$3,607,209.00	\$3,534,842.00	(\$72,367.00)	-2.0%

Expenditures

ADMINISTRATION

300-03 Salaries	\$44,029.00	\$44,221.00	\$192.00	0.4%
301-03 Payroll Taxes	\$3,368.00	\$3,383.00	\$15.00	0.4%
302-03 Fringe Benefits	\$22,350.00	\$26,138.00	\$3,788.00	16.9%
305-03 Facilities	\$3,000.00	\$3,500.00	\$500.00	16.7%
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	\$1,000.00	\$1,000.00	\$0.00	0.0%
321-03 Equipment Service	\$1,000.00	\$1,100.00	\$100.00	10.0%
325-03 Meeting and Travel	\$2,300.00	\$2,300.00	\$0.00	0.0%
330-03 Professional Services	\$14,000.00	\$14,000.00	\$0.00	0.0%
332-03 Insurance	\$3,500.00	\$3,500.00	\$0.00	0.0%
363-03 Prof. Memberships	\$2,500.00	\$2,500.00	\$0.00	0.0%
375-03 Miscellaneous	\$1,000.00	\$1,000.00	\$0.00	0.0%
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	\$102,547.00	\$107,142.00	\$4,595.00	4.5%

TECHNOLOGY-REFERENCE-INTERLOAN

OWLS

300-11 Salaries	\$99,439.00	\$97,634.00	(\$1,805.00)	-1.8%
301-11 Payroll Taxes	\$7,607.00	\$7,469.00	(\$138.00)	-1.8%
302-11 Fringe Benefits	\$39,828.00	\$38,619.00	(\$1,209.00)	-3.0%
305-11 Facilities	\$3,000.00	\$3,500.00	\$500.00	16.7%
312-11 Supplies	\$500.00	\$500.00	\$0.00	0.0%
320-11 Equipment	\$2,000.00	\$2,000.00	\$0.00	0.0%
326-11 Training/Consulting	\$1,000.00	\$1,000.00	\$0.00	0.0%
330-11 Software	\$1,500.00	\$1,500.00	\$0.00	0.0%
342-11 Online Databases	\$3,110.00	\$3,500.00	\$390.00	12.5%
345-11 Interlibrary Loan Fees	\$2,700.00	\$6,200.00	\$3,500.00	129.6%
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	\$3,700.00	\$6,004.00	\$2,304.00	62.3%
378-11 Lender Compensation	\$4,000.00	\$4,000.00	\$0.00	0.0%
	-----	-----	-----	
Subtotal	\$174,384.00	\$177,926.00	\$3,542.00	2.0%

TECHNOLOGY-REFERENCE-INTERLOAN

OWLSnet

300-05 Salaries	\$240,733.00	\$281,837.00	\$41,104.00	17.1%
301-05 Payroll Taxes	\$18,416.00	\$21,561.00	\$3,145.00	17.1%
302-05 Fringe Benefits	\$88,203.00	\$106,452.00	\$18,249.00	20.7%
305-05 Facilities	\$6,600.00	\$7,000.00	\$400.00	6.1%
311-05 Telephone	\$3,500.00	\$3,500.00	\$0.00	0.0%
312-05 Supplies	\$9,000.00	\$8,000.00	(\$1,000.00)	-11.1%
313-05 Telecommunications	\$84,000.00	\$75,000.00	(\$9,000.00)	-10.7%
314-05 Borrowers' Card Supplies	\$9,000.00	\$7,500.00	(\$1,500.00)	-16.7%
315-05 Printing	\$13,000.00	\$10,000.00	(\$3,000.00)	-23.1%
320-05 Microcomputer 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	\$14,000.00	\$10,000.00	(\$4,000.00)	-28.6%
326-05 Training/Consulting	\$6,000.00	\$5,000.00	(\$1,000.00)	-16.7%
330-05 Software	\$4,000.00	\$4,000.00	\$0.00	0.0%
340-05 Resource Library	\$17,500.00	\$17,500.00	\$0.00	0.0%
342-05 Online Databases	\$112,250.00	\$71,688.00	(\$40,562.00)	-36.1%
343-05 Internet Access	\$25,260.00	\$22,050.00	(\$3,210.00)	-12.7%
345-05 Cataloging Charges	\$73,000.00	\$75,000.00	\$2,000.00	2.7%
349-05 Enhanced Content	\$9,000.00	\$14,000.00	\$5,000.00	55.6%
348-05 Authority Control	\$8,000.00	\$8,000.00	\$0.00	0.0%
350-05 System Development	\$15,000.00	\$38,525.00	\$23,525.00	156.8%
352-05 System Hardware	\$5,000.00	\$5,000.00	\$0.00	0.0%
353-05 Network Hardware	\$50,000.00	\$33,000.00	(\$17,000.00)	-34.0%
354-05 System Maintenance	\$72,000.00	\$88,000.00	\$16,000.00	22.2%
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Subtotal	\$889,462.00	\$918,613.00	\$29,151.00	3.3%
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Total	\$1,063,846.00	\$1,096,539.00	\$32,693.00	3.1%

CONTINUING EDUCATION - CONSULTING

300-10 Salaries	\$40,780.00	\$44,299.00	\$3,519.00	8.6%
301-10 Payroll Taxes	\$3,120.00	\$3,389.00	\$269.00	8.6%
302-10 Fringe Benefits	\$14,124.00	\$14,866.00	\$742.00	5.3%
305-10 Facilities	\$6,000.00	\$7,000.00	\$1,000.00	16.7%
324-10 CE Program Expenses	\$6,500.00	\$8,000.00	\$1,500.00	23.1%
325-10 Travel	\$4,000.00	\$4,000.00	\$0.00	0.0%
326-10 CE Scholarships	\$5,000.00	\$4,000.00	(\$1,000.00)	-20.0%
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	\$1,500.00	\$1,000.00	(\$500.00)	-33.3%
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	\$91,274.00	\$96,804.00	\$5,530.00	6.1%

DELIVERY

300-08 Salaries	\$23,829.00	\$26,512.00	\$2,683.00	11.3%
301-08 Payroll Taxes	\$1,670.00	\$2,028.00	\$358.00	21.4%
302-08 Fringe Benefits	\$9,086.00	\$9,942.00	\$856.00	9.4%
305-08 Facilities	\$6,000.00	\$7,000.00	\$1,000.00	16.7%
310-08 Postage	\$2,500.00	\$2,000.00	(\$500.00)	-20.0%
312-08 Supplies	\$1,500.00	\$1,500.00	\$0.00	0.0%
363-08 Contractual Services	\$71,700.00	\$72,744.00	\$1,044.00	1.5%
365-08 Equipment Lease	\$1,100.00	\$1,100.00	\$0.00	0.0%
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	\$117,385.00	\$122,826.00	\$5,441.00	4.6%

SPECIAL USER SERVICES

300-13 Salaries	\$4,509.00	\$9,932.00	\$5,423.00	120.3%
301-13 Payroll Taxes	\$345.00	\$760.00	\$415.00	120.3%
302-13 Fringe Benefits	\$1,837.00	\$4,002.00	\$2,165.00	117.9%
338-13 Literacy Support	\$6,000.00	\$6,000.00	\$0.00	0.0%
339-13 Materials	\$10,500.00	\$10,000.00	(\$500.00)	-4.8%
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	\$23,191.00	\$30,694.00	\$7,503.00	32.4%

PUBLIC INFORMATION - PROMOTION

300-15 Salaries	\$34,379.00	\$29,756.00	(\$4,623.00)	-13.4%
301-15 Payroll Taxes	\$2,630.00	\$2,276.00	(\$354.00)	-13.5%
302-15 Fringe Benefits	\$10,394.00	\$7,872.00	(\$2,522.00)	-24.3%
305-15 Facilities	\$6,000.00	\$7,000.00	\$1,000.00	16.7%
312-15 Supplies	\$14,000.00	\$14,000.00	\$0.00	0.0%
320-15 Equipment	\$3,500.00	\$3,500.00	\$0.00	0.0%
321-15 Equipment Repair	\$4,000.00	\$4,000.00	\$0.00	0.0%
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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	\$88,903.00	\$79,404.00	(\$9,499.00)	-10.7%

YOUTH SERVICES

300-06 Salaries	\$23,564.00	\$22,690.00	(\$874.00)	-3.7%
301-06 Payroll Taxes	\$1,803.00	\$1,736.00	(\$67.00)	-3.7%
302-06 Fringe Benefits	\$5,723.00	\$5,304.00	(\$419.00)	-7.3%
312-06 Supplies	\$1,000.00	\$2,500.00	\$1,500.00	150.0%
326-06 SLP Program Grants	\$7,500.00	\$7,500.00	\$0.00	0.0%
327-06 Liaison	\$2,500.00	\$2,000.00	(\$500.00)	-
340-07 Big Books Collection	\$500.00	\$500.00	\$0.00	0.0%
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	\$42,590.00	\$42,230.00	(\$360.00)	-0.8%

ACCESS PAYMENTS

County Service

400-22 Appleton	\$606,827.00	\$649,915.00	\$43,088.00	7.1%
405-22 Black Creek	\$49,275.00	\$50,227.00	\$952.00	1.9%
410-22 Clintonville	\$111,760.00	\$109,100.00	(\$2,660.00)	-2.4%
415-22 Fremont	\$16,326.00	\$17,230.00	\$904.00	5.5%
420-22 Hortonville	\$46,638.00	\$50,034.00	\$3,396.00	7.3%
425-22 Iola	\$61,168.00	\$62,032.00	\$864.00	1.4%
430-22 Kaukauna	\$71,938.00	\$80,176.00	\$8,238.00	11.5%
435-22 Kimberly-Little Chute	\$130,340.00	\$127,449.00	(\$2,891.00)	-2.2%
440-22 Manawa	\$52,817.00	\$57,169.00	\$4,352.00	8.2%
445-22 Marion	\$16,524.00	\$21,651.00	\$5,127.00	31.0%
450-22 New London	\$139,823.00	\$123,740.00	(\$16,083.00)	-11.5%
455-22 Scandinavia	\$9,443.00	\$8,503.00	(\$940.00)	-10.0%
460-22 Seymour	\$56,661.00	\$55,470.00	(\$1,191.00)	-2.1%
465-22 Shiocton	\$18,488.00	\$21,109.00	\$2,621.00	14.2%
470-22 Waupaca	\$278,974.00	\$312,024.00	\$33,050.00	11.8%
475-22 Weyauwega	\$38,444.00	\$36,081.00	(\$2,363.00)	-6.1%
480-22 Oneida	\$23,733.00	\$25,193.00	\$1,460.00	6.2%
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Subtotal	\$1,729,179.00	\$1,807,103.00	\$77,924.00	4.5%

Intersystem Service

400-23 Appleton	\$56,720.00	\$59,689.00	\$2,969.00	5.2%
405-23 Black Creek	\$0.00	\$0.00	\$0.00	-
410-23 Clintonville	\$474.00	\$6,688.00	\$6,214.00	1311.0%
415-23 Fremont	\$2,460.00	\$2,325.00	(\$135.00)	-5.5%
420-23 Hortonville	\$0.00	\$0.00	\$0.00	-
425-23 Iola	\$0.00	\$0.00	\$0.00	-
430-23 Kaukauna	\$24,658.00	\$28,751.00	\$4,093.00	16.6%
435-23 Kimberly-Little Chute	\$27,575.00	\$33,402.00	\$5,827.00	21.1%
440-23 Manawa	\$0.00	\$0.00	\$0.00	-
445-23 Marion	\$9,699.00	\$4,779.00	(\$4,920.00)	-50.7%
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	\$1,040.00	\$1,175.00	\$135.00	13.0%
475-23 Weyauwega	\$0.00	\$0.00	\$0.00	-
480-23 Oneida	\$0.00	\$0.00	\$0.00	-

Subtotal	\$122,626.00	\$136,809.00	\$14,183.00	11.6%
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Total	\$1,851,805.00	\$1,943,912.00	\$92,107.00	5.0%
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SUMMARY

Administration	\$102,547.00	\$107,142.00	\$4,595.00	4.5%
T-R-I: OWLSnet	\$889,462.00	\$918,613.00	\$29,151.00	3.3%
T-R-I: OWLS	\$174,384.00	\$177,926.00	\$3,542.00	2.0%
Continuing Ed. - Consulting	\$91,274.00	\$96,804.00	\$5,530.00	6.1%
Delivery	\$117,385.00	\$122,826.00	\$5,441.00	4.6%
Special User Services	\$23,191.00	\$30,694.00	\$7,503.00	32.4%
Public Information - Promotion	\$88,903.00	\$79,404.00	(\$9,499.00)	-10.7%
Youth Services	\$42,590.00	\$42,230.00	(\$360.00)	-0.8%

Subtotal	\$1,529,736.00	\$1,575,639.00	\$45,903.00	3.0%
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Access Payments	\$1,851,805.00	\$1,943,912.00	\$92,107.00	5.0%
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Capital	\$225,210.00	\$15,000.00	(\$210,210.00)	-93.3%
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	\$3,606,751.00	\$3,534,551.00	(\$72,200.00)	-2.0%
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Summary of Personnel Costs

Salaries	\$511,262.00	\$556,881.00	\$45,619.00	8.9%
Payroll Taxes	\$38,959.00	\$42,602.00	\$3,643.00	9.4%
Fringe Benefits	\$191,545.00	\$213,195.00	\$21,650.00	11.3%

Total	\$741,766.00	\$812,678.00	\$70,912.00	9.6%
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