Wisconsin Department of Public Instruction
LIBRARY SYSTEM PLAN
PI-2446 (Rev. 07/04)

INSTRUCTIONS: Submit by OCTOBER 15, 2004 to:
**WISCONSIN DEPARTMENT OF PUBLIC INSTRUCTION
DIVISION FOR LIBRARIES, TECHNOLOGY,
    AND COMMUNITY LEARNING
P.O. BOX 7841
MADISON, WI 53707-7841**

**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 2005**

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 13,688 and 17,033, respectively. Appleton Public Library has the largest municipal population in the system area, i.e., 71,649 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 from 9% in 1990 to an estimated 18% near the end of the 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 very high level of service to patrons living outside of the municipalities that operate the libraries. For example, OWLS libraries loaned over 1,182,000 items to non-residents in 2003. Approximately 39% of OWLS area residents live in jurisdictions without local libraries, i.e., 35% of Outagamie County residents and 55% of Waupaca County residents. Because the jurisdictions without libraries are growing faster than those with libraries, Outagamie and Waupaca Counties continue to face rapidly increasing library service costs.

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 2003).

OWLS is one of the smaller of the seventeen systems in Wisconsin. In 2003, OWLS ranked eleventh in total population and twelfth 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.

Comparison of Selected Composite Measures from 2003 Wisconsin Library Service Record

Measure	OWLS				Statewide
	Raw Data	Rank	Per Capita	Rank	Per Capita
Total Service Population	230,601	11			
Square Footage of Library Space	196,844	11	0.85	7	0.84
Annual Hours Open	41,767	12	0.18	11	0.19
Book Volumes Added	58,596	11	0.25	8	0.26
Book Titles Added	39,328	10	0.17	11	0.17
Book Volumes Owned	742,377	11	3.22	13	3.49
Audio Materials (per 1,000 pop.)	37,096	11	160.87	13	181.64
Video Materials (per 1,000 pop.)	50,426	9	218.67	7	204.80
Circulation	2,535,402	8	10.99	6	9.97
Interlibrary Items Loaned	213,505	4	0.93	4	0.63
Interlibrary Items Borrowed	184,550	5	0.80	3	0.69
Reference Transactions	250,201	7	1.08	3	0.90
Library Visits	1,418,190	9	6.15	5	5.69
Library Program Attendance	85,322	7	0.37	3	0.27
Total Library Income (All Sources)	$8,979,967	11	$38.94	8	$37.81
Personnel Expenditures	$5,856,208	9	$25.40	8	$24.02
Materials Expenditures - Print	$722,676	10	$3.13	7	$2.85
Materials Expenditures - Audiovisual	$180,941	8	$0.78	6	$0.74
Materials Expenditures - Total	$1,028,658	10	$4.46	8	$4.43
Total Operating Expenditures	$8,372,266	10	$36.31	8	$34.57
Staff FTE - MLS Librarians (per 1,000 pop.)	26.55	9	0.12	9	0.12
Total Staff FTE (per 1,000 pop.)	139.50	10	0.60	8	0.58
Total Non-Resident Circulation	1,182,712	6	5.13	1	3.31
County N-R Circ. – Patrons with Libraries	134,541	8	.58	8	.80
County N-R Circ. – Patrons without Libs.	761,852	6	3.30	2	1.95
Total County Non-Resident Circulation	896,393	7	3.89	2	2.75
Intersystem N-R Circ. – Patrons with Libs.	100,999	1	.44	1	.08
Intersystem N-R Circ. – Patrons w/o Libs.	127,489	2	.55	1	.13
Intersystem Non-Resident Circulation	228,488	1	0.99	1	0.23

Predictably, the system ranks near its population ranking (11th) on the raw data for a number of measures. Adjusting for population, the system generally ranks higher when per capita measures are compared. 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 second 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 18% of all the intersystem non-resident circulation in the state.

OWLS 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 fifth highest among systems in the state, and the number of programs attended per capita is third in the state. The large number of people attending programs is a tribute to the success of the libraries' programming activities, both children's and adult programs.

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

Planning for 2005 continues to be driven by the fact that in recent years funding for libraries and systems has failed to keep pace with the demand for library services. The demand for library services in the system area has reached an all-time high, and the current fiscal climate presents an extraordinarily uncertain future for libraries and systems. It is likely that the demand for services will continue to grow but significant additional funding will not be forthcoming, creating pressure for libraries and the system to "do more with less." In this environment, it is incumbent upon the system to operate as efficiently and effectively as possible.

The business at member libraries continues to grow. In 2003, systemwide circulation increased 3.9%, and the number of library visits increased by 3.2%. Several OWLS libraries have set new monthly records for circulation and library visits. In addition, most libraries report that the use of Internet computers continues to grow, and libraries continue to issue a significant number of library cards to new patrons. At the same time that library use is growing, many libraries have reported that their municipal funding will not increase in 2005.
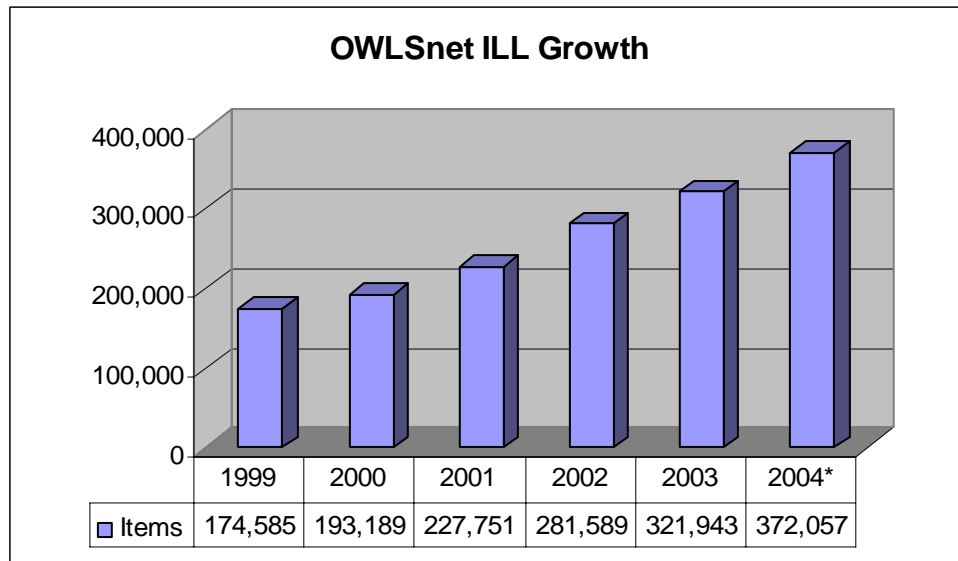
It is also problematic that use of OWLS libraries by nonresidents is growing faster than use by local residents. Historically, Outagamie and Waupaca Counties have paid significantly less for library service than have the municipalities operating the libraries. In 2000, both counties adopted library service plans that included goals of working to reimburse municipal libraries at 100% of the

Member Library Circulation
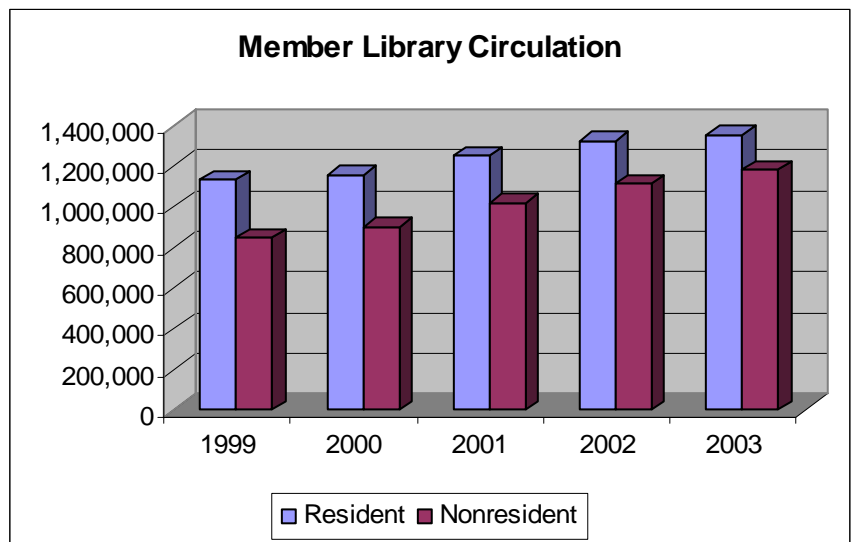
statutory funding formula. At that time, Outagamie County and Waupaca County were funding municipal libraries at 88% and 87% of the statutory funding formula. In 2004, both counties will adopt new county plans that include the goal of reimbursing libraries at 100% of the funding formula. However, because use of municipal libraries by county residents has grown faster than the counties' appropriations, 2004 funding levels have dropped to 75.8% and 79.6%, respectively, of the statutory formula. To make matters even more difficult, intersystem circulation has continued to grow, and in 2003 OWLS libraries had more intersystem circulation (228,488 items loaned) than libraries in any other system in the state.

OWLS continues 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.

OWLSnet ILL Growth

	1999	2000	2001	2002	2003	2004*
Items	174,585	193,189	227,751	281,589	321,943	372,057

*Estimate based on January through August activity

OWLS has also experienced an explosive increase in the volume of resource sharing, particularly within OWLSnet. This year items traveling among the libraries in the shared automation network are likely to exceed 372,000. The huge delivery load has a significant impact on several system staff members and on the staff of member libraries.

While the system experienced a 3.7% cut in state funding in 2003 with no increase in 2004 or 2005, its financial position remains relatively healthy. This is largely because state aid funding has become a decreasing portion of OWLS operating budget. In 2005, nearly half of OWLS operating budget will come from fees paid for services by libraries, and state aid will comprise about 39% 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.

9%   3%

49%

39%

☐ Fees ■ State ☐ Contract ☐ Other
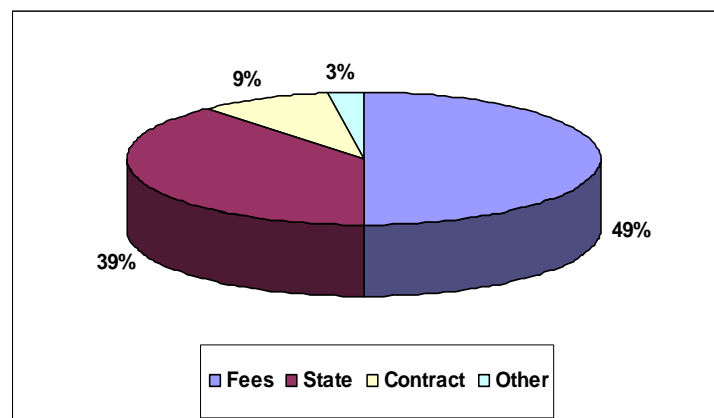
Because OWLS financial position is healthy, no major reductions in services are planned for 2005. The emphasis will be on continuing to offer a strong program of services to member libraries as efficiently and effectively as possible. The system will continue to look for ways to streamline service delivery and reduce costs, and, of course, it will continue to monitor conditions and be prepared to respond rapidly should changes be necessary.

Developing the 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 continues to build upon these priorities.

Work has begun on the process of migrating to a new integrated library system. Committees have developed preliminary requirements for a new system, the Steering Committee and chairs of other committee have attended vendor demonstrations, some preliminary decisions have been made regarding vendors, and an RPF will be issued before the end of the year. In 2005 OWLS will select a vendor for a new integrated library system, negotiate a contract with the selected vendor, and begin the process of migrating the new vendor's software.

Addressing county and intersystem service inequities will continue to be a priority for OWLS in 2005. New county plans will be adopted by both counties before the end of the 2004, and member libraries are motivated to become more involved in working for increased funding. While the current economic and fiscal climate will make it difficult to secure increases in county funding, the system and its member libraries will continue to tell their stories in an effort make library funding more equitable. The system is currently in the process of renegotiating its intersystem on-site borrowing agreement with the Nicolet Federated Library System (NFLS). OWLS will continue to work with NFLS to address intersystem service inequities, particularly those between Shawano and Waupaca Counties. OWLS will also actively monitor its other intersystem agreements and make changes as necessary to make sure that its member libraries are adequately compensated for providing high levels of intersystem service.

In 2004 the system began examining its non-mandated services in light of the possible need to cut services. While no changes are anticipated in 2005, the system will continue to examine the use and role of non-mandated services and determine if changes will be made in 2006. Work will also continue to develop some basic marketing tools for OWLS.

The system will also continue to monitor and consider changes to its delivery service. Delivery service is a very high priority for member libraries, and OWLS plans to increase the capacity of the delivery service as much as possible to accommodate the growth in delivery volume. However, it is unlikely that the system can accommodate the projected growth indefinitely. Unless state aid for systems increases significantly in the near future, OWLS will need to find an alternative, lower-cost method for providing delivery service or make changes in resource sharing to curtail the growth in delivery volume.

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. Professional staff meetings were held every other month, and 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 2004 (April 2 and August 27). A portion of each meeting was devoted specifically to discussing issues facing the system and its libraries in 2005 and beyond. Six Brown Bag Lunch Meetings were held to give OWLS children's librarians an opportunity to share questions and experiences with each other and with system representatives. Two Webmeisters Meetings were held to give those responsible for maintaining member library web sites a chance to discuss web issues. Input from the directors, children's librarians, and webmeisters were considered in the development of the plan.

In 2004, Outagamie and Waupaca Counties engaged in processes to develop new county library service plans. The Waupaca County Board of Supervisors adopted the *Waupaca County Library Service Plan: 2005-2009* on August 17, 2004. It is anticipated that the Outagamie County Board will adopt a new library service plan in October 2004. Both county planning processes involved a number of meetings, hearings, extensive data analysis, web pages devoted specifically to each county's process, and input from a variety of sources.

In March and April 2004, OWLS developed and adopted its *Technology and Resource Sharing Plan: July 1, 2004 – June 30, 2007*. This plan reflects input gathered from many sources including interviews with all member library directors or assistant directors and a March 25th meeting of appropriate OWLS and NFLS staff.

Several special committees OWLSnet librarians met regularly as part of the process to select a new integrated library system vendor. The work of these committees, especially that of the Steering Committee, has been considered in developing this plan. This is also true for the Administrative Advisory Committee of OWLSnet, which met four times during the year.

OWLS staff members have 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. Time at several meetings was spent discussing the ability of the delivery service to accommodate the growth in resource sharing, the technology and resource sharing plan, intersystem service inequities, and county support inequities. The OWLS Board also served as the official Outagamie County Library Planning Committee.

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 2005. 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 or sending email messages via 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, 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.

OWLS will continue to develop its Cooler by the Lake web site (begun in 1999) and promote awareness and use of the site as a reference tool by Northeast Wisconsin residents and libraries.

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

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.

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OWLS will evaluate the cost effectiveness of OWLSnet's resource sharing policy, which encourages the sharing of all local materials with all other network members.

OWLS will evaluate the impact of resource sharing growth on member libraries' operations and will make recommendations for desirable changes.

OWLS and NFLS will continue to explore, and implement when appropriate, methods for addressing resource sharing inequities that exist 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 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 at member libraries in the effective use of electronic information resources, computers, software, and other new technologies.

OWLS will continue to provide 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 Assistant Director will continue to serve as validator 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 actively pursue collaborating with other organizations, particularly neighboring library systems, to provide continuing education workshops.

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 provide five-day-a-week delivery service to all member libraries and 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 a van delivery service for five-day-a-week delivery to and from 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 send html email newsletters to selected groups of librarians (e.g., Cooler by the Lake caretakers, ILL contacts).

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.

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. It is likely that delivery volume will eventually exceed the capacity of OWLS delivery service due to the rapidly increasing volume of interlibrary loan.

OWLS will redesign its web site using more advanced techniques, e.g., style sheets and include files, in order to make it easier to maintain.

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. (Systems are reminded that a new Library Technology and Resource Sharing Plan will be due January 1, 2005.)

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, microcomputer selection and use, web site development, staff development, planning and evaluation, collection development, special needs, and legal issues.

OWLS will continue the current arrangement with Nicolet Federated Library System (NFLS) that enables member libraries to receive limited building consultant services from NFLS Director Mark Merrifield.

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 (e.g., Net Meeting), and through specially-developed resources on the system's web site, e.g., the tips for using microcomputers (Tidbits), "Links for Librarians," and "From the desk of…" pages.

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, webmeisters 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:

OWLS will create and facilitate a forum for appropriate system and member library staff to share professional information on library marketing and promotion. A variety of methods could be used for sharing marketing and promotion information, e.g., quarterly meetings, blogs, email newsletter, or an OWLSweb page.

OWLS will create and facilitate a forum for appropriate system and member library staff to share professional information on providing readers' advisory services to adults. A variety of methods could be used for sharing readers' advisory information, e.g., quarterly meetings, blogs, email newsletter, or an OWLSweb page.

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 a Spanish language interface to NEW*Cat*, the OWLSnet online public access catalog.

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 coordinate the development of Basic Guidelines for a Latino Friendly Library and disseminate them in print and on the system website.

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

If awarded, OWLS will implement an LSTA grant focusing on the literacy needs of adults for whom English is a learned language.

OWLS and selected member libraries will evaluate the value of the Spanish language periodical subscriptions that were provided by OWLS in 2004.

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.

OWLS Assistant Director will continue serving as the system's Youth Services Liaison.

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

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

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 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 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.

OWLS will investigate hiring a graphic artist to design new logos for OWLS and OWLSnet.

OWLS will design and produce a collection of basic organizational materials that need to be available for use at any time, e.g., letterhead, envelopes, note cards, general brochures, advocacy materials.

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 2004 system audit will be submitted to the division no later than October 15, 2005.

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 2005.

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: ❑Approved ❑Provisionally Approved (See comments) ❑Disapproved (See comments)	Signature of DLTCL Assistant Superintendent	Date Signed

Comments:

Public Library System 2005 Annual Program Budget

Program	2005 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	$18,610	$0	$14,646	$757,244	$790,500
2. OWLS	$149,204	$0	$0	$9,000	$158,204
Program Total	$167,814	$0	$14,646	$766,244	$948,704
*Continuing Education and Consulting Service**	$114,412	$0	$0	$4,000	$118,412
Delivery Services	$105,468	$0	$0	$34,000	$139,468
Library Services to Special Users	$24,323	$0	$0	$0	$24,323
Library Collection Development		$0	$0	$0	$0
Direct Payment to Members for Nonresident Access	$0	$0	$0	$1,800,382	$1,800,382
Direct Nonresident Access Payments Across System Borders	$0	$0	$0	$0	$0
Library Services to Youth	$45,091	$0	$0	$0	$45,091
Public Information	$58,356	$0	$0	$15,000	$73,356
Administration	$59,014	$5,000	$0	$42,961	$106,975
Other System Programs:					
1. Capital Expenditures				$10,000	$10,000
2.					
3.					
4.					
Totals	$574,478	$5,000	$14,646	$2,672,587	$3,266,711

* 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
2005 Budget

	2004 Budget 03/18/04	2005 Budget 09/15/04	Change	% Change
Income				
State Aid	$574,478.00	$574,478.00	$0.00	0.0%
Outagamie County	$1,042,436.00	$1,071,868.00	$29,432.00	2.8%
Waupaca County	$634,189.00	$653,390.00	$19,201.00	3.0%
Intersystem Income	$101,340.00	$133,333.00	$31,993.00	31.6%
Automation Income	$722,452.00	$735,836.00	$13,384.00	1.9%
Federal LSTA Grants	$18,164.00	$14,646.00	($3,518.00)	-19.4%
Interest Income	$20,000.00	$15,000.00	($5,000.00)	-25.0%
Printing Income	$11,000.00	$11,000.00	$0.00	0.0%
Miscellaneous Income	$3,000.00	$7,700.00	$4,700.00	156.7%
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Total Revenue	$3,127,059.00	$3,217,251.00	$90,192.00	2.9%
Transfer from Fund Balance	$40,000.00	$50,000.00	$10,000.00	25.0%
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Total Revenue & Transfers	$3,167,059.00	$3,267,251.00	$100,192.00	3.2%
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Expenditures				
ADMINISTRATION				
300-03 Salaries	$55,524.00	$49,116.00	($6,408.00)	-11.5%
301-03 Payroll Taxes	$4,248.00	$3,757.00	($491.00)	-11.6%
302-03 Fringe Benefits	$24,295.00	$25,602.00	$1,307.00	5.4%
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%
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	$112,567.00	$106,975.00	($5,592.00)	-5.0%
TECHNOLOGY-REFERENCE-INTERLOAN				
OWLS				
300-11 Salaries	$83,668.00	$89,369.00	$5,701.00	6.8%
301-11 Payroll Taxes	$6,390.00	$6,837.00	$447.00	7.0%
302-11 Fringe Benefits	$31,217.00	$37,298.00	$6,081.00	19.5%
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	$3,000.00	$0.00	0.0%
326-11 Training/Consulting	$1,000.00	$1,000.00	$0.00	0.0%
330-11 Software	$2,000.00	$1,500.00	($500.00)	-25.0%
345-11 WISCAT Fees	$2,700.00	$2,700.00	$0.00	0.0%
354-11 Special Promotions	$1,000.00	$1,000.00	$0.00	0.0%
373-11 FOCOL Participation	$6,000.00	$5,000.00	($1,000.00)	-16.7%
374-11 FVLC/WPLC Participation	$3,000.00	$3,000.00	$0.00	0.0%
378-11 Lender Compensation	$4,000.00	$4,000.00	$0.00	0.0%
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Subtotal	$147,475.00	$158,204.00	$10,729.00	7.3%

TECHNOLOGY-REFERENCE-INTERLOAN
OWLSnet

300-05 Salaries	$205,508.00	$211,815.00	$6,307.00	3.1%
301-05 Payroll Taxes	$15,721.00	$16,204.00	$483.00	3.1%
302-05 Fringe Benefits	$79,634.00	$82,681.00	$3,047.00	3.8%
305-05 Facilities	$6,000.00	$6,000.00	$0.00	0.0%
311-05 Telephone	$3,000.00	$3,000.00	$0.00	0.0%
312-05 Supplies	$6,000.00	$6,000.00	$0.00	0.0%
313-05 Telecommunications	$80,000.00	$82,000.00	$2,000.00	2.5%
314-05 Borrowers' Card Supplies	$6,000.00	$6,000.00	$0.00	0.0%
315-05 Printing	$2,500.00	$1,000.00	($1,500.00)	-60.0%
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	$5,500.00	$4,500.00	($1,000.00)	-18.2%
326-05 Training/Consulting	$5,000.00	$6,200.00	$1,200.00	24.0%
330-05 Software	$8,000.00	$7,000.00	($1,000.00)	-12.5%
340-05 Resource Library	$17,500.00	$17,500.00	$0.00	0.0%
341-05 High Demand Items	$2,250.00	$0.00	($2,250.00)	-100.0%
342-05 Online Databases	$82,000.00	$84,400.00	$2,400.00	2.9%
343-05 Internet Access	$22,000.00	$32,200.00	$10,200.00	46.4%
345-05 Cataloging Charges	$65,000.00	$65,000.00	$0.00	0.0%
348-05 Authority Control	$7,000.00	$10,000.00	$3,000.00	42.9%
350-05 System Development	$20,000.00	$10,000.00	($10,000.00)	-50.0%
352-05 System Hardware	$19,064.00	$15,000.00	($4,064.00)	-21.3%
354-05 System Maintenance	$112,000.00	$118,000.00	$6,000.00	5.4%
Subtotal	$775,677.00	$790,500.00	$14,823.00	1.9%
Total	$923,152.00	$948,704.00	$25,552.00	2.8%

CONTINUING EDUCATION - CONSULTING

300-10 Salaries	$47,118.00	$60,802.00	$13,684.00	29.0%
301-10 Payroll Taxes	$3,605.00	$4,651.00	$1,046.00	29.0%
302-10 Fringe Benefits	$14,145.00	$19,459.00	$5,314.00	37.6%
305-10 Facilities	$6,000.00	$6,000.00	$0.00	0.0%
324-10 CE Program Expenses	$5,500.00	$5,500.00	$0.00	0.0%
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	$2,750.00	$0.00	0.0%
	$98,368.00	$118,412.00	$20,044.00	20.4%

DELIVERY

300-08 Salaries	$59,348.00	$57,684.00	($1,664.00)	-2.8%
301-08 Payroll Taxes	$4,540.00	$4,413.00	($127.00)	-2.8%
302-08 Fringe Benefits	$25,866.00	$38,871.00	$13,005.00	50.3%
305-08 Facilities	$6,000.00	$6,000.00	$0.00	0.0%
310-08 Postage	$3,500.00	$3,000.00	($500.00)	-14.3%
312-08 Supplies	$1,500.00	$1,500.00	$0.00	0.0%
350-08 Vehicle Operation	$9,500.00	$12,000.00	$2,500.00	26.3%
363-08 Contractual Services	$15,000.00	$15,000.00	$0.00	0.0%
365-08 Equipment Lease	$1,000.00	$1,000.00	$0.00	0.0%
	$126,254.00	$139,468.00	$13,214.00	10.5%

SPECIAL USER SERVICES

300-13 Salaries	$11,918.00	$10,464.00	($1,454.00)	-12.2%
301-13 Payroll Taxes	$912.00	$800.00	($112.00)	-12.3%
302-13 Fringe Benefits	$4,178.00	$3,559.00	($619.00)	-14.8%
338-13 Literacy Support	$6,000.00	$6,000.00	$0.00	0.0%
339-13 Materials	$3,500.00	$3,500.00	$0.00	0.0%
	$26,508.00	$24,323.00	($2,185.00)	-8.2%

PUBLIC INFORMATION - PROMOTION

300-15 Salaries	$27,178.00	$26,172.00	($1,006.00)	-3.7%
301-15 Payroll Taxes	$2,079.00	$2,002.00	($77.00)	-3.7%
302-15 Fringe Benefits	$5,933.00	$5,682.00	($251.00)	-4.2%
305-15 Facilities	$6,000.00	$6,000.00	$0.00	0.0%
312-15 Supplies	$14,000.00	$15,000.00	$1,000.00	7.1%
320-15 Equipment	$4,500.00	$4,500.00	$0.00	0.0%
321-15 Equipment Repair	$3,500.00	$3,500.00	$0.00	0.0%
326-15 Program Grants	$0.00	$0.00	$0.00	-
354-15 Special Promotions	$4,000.00	$3,000.00	($1,000.00)	-25.0%
364-15 Commercial Work	$7,500.00	$7,500.00	$0.00	0.0%
	$74,690.00	$73,356.00	($1,334.00)	-1.8%

YOUTH SERVICES

300-06 Salaries	$29,905.00	$28,966.00	($939.00)	-3.1%
301-06 Payroll Taxes	$2,288.00	$2,216.00	($72.00)	-3.1%
302-06 Fringe Benefits	$6,163.00	$5,909.00	($254.00)	-4.1%
312-06 Supplies	$1,000.00	$1,000.00	$0.00	0.0%
326-06 SLP Program Grants	$6,500.00	$6,500.00	$0.00	0.0%
340-07 Big Books Collection	$500.00	$500.00	$0.00	0.0%
354-06 Special Promotions	$0.00	$0.00	$0.00	-
378-06 Youth Services Liaison	$0.00	$0.00	$0.00	-
	$46,356.00	$45,091.00	($1,265.00)	-2.7%

ACCESS PAYMENTS
County Service

400-22 Appleton	$602,310.00	$606,827.00	$4,517.00	0.7%
405-22 Black Creek	$41,759.00	$47,354.00	$5,595.00	13.4%
410-22 Clintonville	$110,935.00	$109,839.00	($1,096.00)	-1.0%
415-22 Fremont	$18,647.00	$18,647.00	$0.00	0.0%
420-22 Hortonville	$38,474.00	$46,638.00	$8,164.00	21.2%
425-22 Iola	$48,464.00	$53,698.00	$5,234.00	10.8%
430-22 Kaukauna	$68,568.00	$69,315.00	$747.00	1.1%
435-22 Kimberly-Little Chute	$114,087.00	$130,340.00	$16,253.00	14.2%
440-22 Manawa	$49,151.00	$51,149.00	$1,998.00	4.1%
445-22 Marion	$22,033.00	$15,896.00	($6,137.00)	-27.9%
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	$56,239.00	$56,661.00	$422.00	0.8%
465-22 Shiocton	$16,242.00	$16,364.00	$122.00	0.8%
470-22 Waupaca	$242,900.00	$260,773.00	$17,873.00	7.4%
475-22 Weyauwega	$38,444.00	$38,444.00	$0.00	0.0%
480-22 Oneida	$31,786.00	$26,726.00	($5,060.00)	-15.9%
Subtotal	$1,656,625.00	$1,705,257.00	$48,632.00	2.9%

378-22 Intersystem Service	$72,326.00	$95,125.00	$22,799.00	31.5%
Total	$1,728,951.00	$1,800,382.00	$71,431.00	4.1%

SUMMARY

Administration	$112,567.00	$106,975.00	($5,592.00)	-5.0%
T-R-I: OWLSnet	$775,677.00	$790,500.00	$14,823.00	1.9%
T-R-I: OWLS	$147,475.00	$158,204.00	$10,729.00	7.3%
Continuing Ed. - Consulting	$98,368.00	$118,412.00	$20,044.00	20.4%
Delivery	$126,254.00	$139,468.00	$13,214.00	10.5%
Special User Services	$26,508.00	$24,323.00	($2,185.00)	-8.2%
Public Information - Promotion	$74,690.00	$73,356.00	($1,334.00)	-1.8%
Youth Services	$46,356.00	$45,091.00	($1,265.00)	-2.7%
Subtotal	$1,407,895.00	$1,456,329.00	$48,434.00	3.4%
Access Payments	$1,728,951.00	$1,800,382.00	$71,431.00	4.1%
Capital	$30,000.00	$10,000.00	($20,000.00)	
	$3,166,846.00	$3,266,711.00	$99,865.00	3.2%

Summary of Personnel Costs

Salaries	$520,167.00	$534,388.00	$14,221.00	2.7%
Payroll Taxes	$39,783.00	$40,880.00	$1,097.00	2.8%
Fringe Benefits	$191,431.00	$219,061.00	$27,630.00	14.4%
Total	$751,381.00	$794,329.00	$42,948.00	5.7%