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**GENERAL INFORMATION**

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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 14,515 and 17,369, respectively. Appleton Public Library has the largest municipal population in the system area, i.e., 72,004 people.

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

OWLS libraries provide a high volume of service to patrons living outside of the municipalities that operate the libraries. For example, OWLS libraries loaned over 1,284,000 items to non-residents in 2006. Approximately 42% of OWLS area residents live in jurisdictions without local libraries, i.e., 38% 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 2006).

OWLS is one of the smaller of the seventeen systems in Wisconsin. In 2006, 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 higher than eleventh.

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## GENERAL INFORMATION

## Comparison of Selected Composite Measures from 2006 Wisconsin Library Service Record

Measure	OWLS				Statewide
	Raw Data	Rank	Per Capita	Rank	Per Capita
Total Service Population	236,398	11			
Square Footage of Library Space	198,410	12	0.84	13	0.87
Annual Hours Open	42,276	12	0.18	11	0.19
Book & Serial Volumes Added	59,131	11	0.25	12	0.26
Book & Serial Titles Added	35,935	12	0.15	12	0.19
Book & Serial Volumes Owned	825,076	11	3.49	10	3.59
Audio Materials (per 1,000 pop.)	50,683	9	214.40	8	218.05
Video Materials (per 1,000 pop.)	68,163	8	288.34	6	262.55
Circulation	2,780,829	8	11.76	6	10.61
Interlibrary Items Loaned	329,509	6	1.39	4	1.14
Interlibrary Items Borrowed	301,545	6	1.28	4	1.13
Reference Transactions	237,413	5	1.00	5	0.83
Library Visits	1,408,927	10	5.96	6	5.84
Library Programs	3,498	8	.015	4	.012
Library Program Attendance	93,088	8	0.39	1	0.30
Public Use Computers (per 1,000 pop.)	187	14	0.79	16	0.96
Public Internet PCs (per 1,000 pop.)	145	13	0.61	17	0.78
Total Non-Resident Circulation	1,284,433	6	5.43	2	3.57
County N-R Circ. – Patrons with Libraries	144,136	9	.61	8	.86
County N-R Circ. – Patrons without Libs.	815,652	6	3.45	3	2.10
Total County Non-Resident Circulation	959,788	7	4.06	3	2.96
Adjacent Intersystem N-R Circ. – with Libs.	106,561	2	.45	1	.10
Adjacent Intersystem N-R Circ. –w/o Libs.	157,309	1	.67	1	.16
Intersystem Non-Resident Circulation	277,746	1	1.17	1	0.31
Staff FTE - MLS Librarians (per 1,000 pop.)	26.14	9	0.11	9	0.12
Total Staff FTE (per 1,000 pop.)	138.93	10	0.59	8	0.57
Total Library Income (All Sources)	\$9,640,935	11	\$40.78	9	\$40.92
Personnel Expenditures	\$6,358,233	10	\$26.90	8	\$26.45
Materials Expenditures - Total	\$1,041,125	10	\$4.40	8	\$4.44
Total Operating Expenditures	\$9,173,712	10	\$38.81	8	\$37.43
Average Resident Support			\$43.82	2	\$37.34
Average Resident Tax Rate	0.838	5			0.547
Average Non-Resident Support			\$17.55	12	\$21.27
Average Non-Resident Tax Rate	0.226	10			0.236
Overall Average Support			\$32.75	9	\$33.07
Overall Average Tax Rate	0.520	7			0.446

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**GENERAL INFORMATION**

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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 all but one 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 first.

Most other collection-related rankings were similar to 2005, with the exception that audio titles owned per 1,000 population increased from 11th to 8th, and video titles owned per 1,000 population increased from 8th to 6th. It is also striking that OWLS libraries continue to rank very low in the number of public computers (16th per capita) and the number public computers connected to the Internet (17th per capita).

It is interesting to note that while OWLS ranks ninth 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 (\$26.27) is the 3rd largest in the state, and the average difference in per capita funding between residents and non-residents is \$16.07.

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 through 2007 plans built upon these priorities, and significant progress has been made toward addressing them. While the actions taken during the past three years to address these priorities have shaped the 2008 plan, the 2008 plan has also been shaped by technology planning that occurred during 2007. In June, OWLS adopted a technology plan, *OWLS Technology and Resource Sharing Plan: 2007-2010*, and in July an *OWLSnet Plan: 2007-2010* was adopted. A number of 2008 issues and priorities are described below.

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## GENERAL INFORMATION

Technology Services

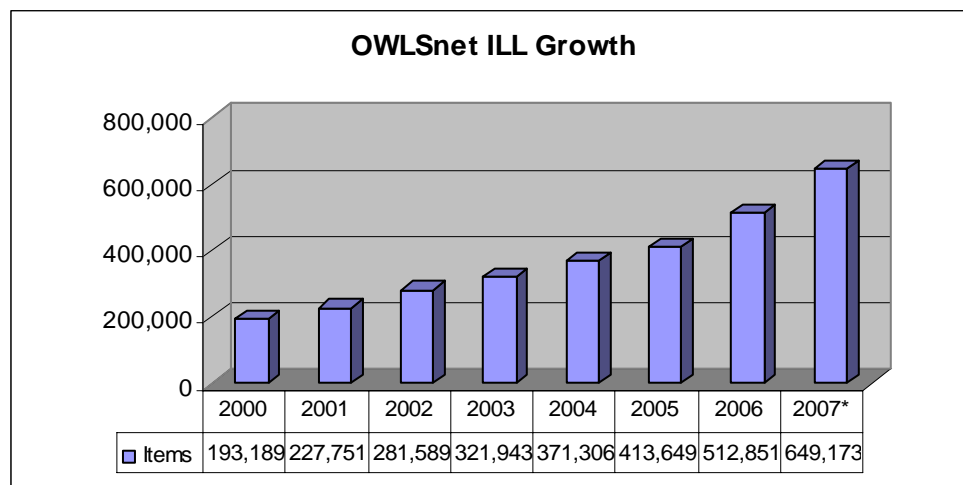
The recently adopted *OWLS Technology and Resource Sharing Plan: 2007-2010* and *OWLSnet Plan: 2007-2010* contain extensive detail regarding technology service goals, objectives, and activities. The priorities contained in these plans are summarized below:

- Supporting member library use of technology including providing training to library staff, supporting library PCs, assisting libraries with the development of electronic content, and implementing new services requested by member libraries when feasible.
- Developing and enhancing technology-based services and resources including enhancing InfoSoup to make it more helpful for library patrons, continuing to enhance functions of the Millennium integrated library system, and continuing to provide and evaluate subscription-based electronic resources for libraries and patrons.
- Maintaining the OWLSnet network infrastructure by securing adequate wide area network and Internet bandwidth to meet library needs, maintaining and updating network equipment, and implementing appropriate security measures.
- Optimizing the governance and operation of OWLSnet by codifying membership requirements, policies, and procedures, orienting new library directors regarding the responsibilities of membership, and improving the effectiveness of meetings. It is also a priority for the System to encourage the standardization of policies, procedures, and practices among network libraries.

Resource Sharing and Delivery

It is a priority for OWLS to continue monitoring the impact of resource sharing on member libraries and to make recommendations for addressing significant issues. This priority also includes working with NFLS to make sure that libraries have adequate access to materials owned by libraries outside of OWLSnet.

OWLSnet has continued to experience explosive growth in the volume of resource sharing. This year the number of items traveling among the libraries in the shared automation network will exceed 645,000, up from 512,851 items in 2006. While this increase is largely the result of the popularity of InfoSoup, the rapidly increasing delivery volume has increased the staff time needed for handling materials at the systems and at member libraries.



\*Estimate based on January through August activity

### Funding Inequities

Addressing county and intersystem funding inequities will continue to be a priority for OWLS in 2008. This task is a difficult one for two reasons. First, OWLS libraries provide a high volume of service to non-residents. Second, OWLS libraries circulate more items to people living outside of the system area than do the libraries in most other systems. 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.

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 the goal of working toward reimbursing municipal libraries at 100% of their costs. However, 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. 2008 funding levels in Outagamie and Waupaca Counties will be at 79.0% and 83.0%, 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 reached 70% of OWLS libraries' costs for providing this service. OWLS libraries and libraries in neighboring systems have elected not to implement the provisions of Act 420. There is an agreement among all of the parties that equity is better addressed by current intersystem agreements than it would be by implementing Act 420. OWLS will continue to monitor this situation and work with member libraries and adjacent library systems to determine the most effective methods for achieving equity in library services between systems, counties, and libraries.

### 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 2008, nearly half of OWLS operating budget will come from fees paid for services by libraries. State aid is anticipated to 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. It is likely that municipalities will remain under a state-imposed tax freeze so local library funding is not expected to grow in 2008. 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 2008. 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.

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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 with his counterparts at Appleton Public Library and NFLS.

OWLS conducted two meetings with member library directors in 2007 (March 30 and August 23). A significant part of each meeting was devoted specifically to discussing issues facing the system and its libraries in 2007, 2008 and beyond. In addition, a formal survey of member library directors about OWLS services and local library issues was conducted in August. Five Brown Bag Lunch Meetings were held to give OWLS children's librarians an opportunity to share with each other and with system representatives. One or two Webmasters Meetings are held each year 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.

The Administrative Advisory Committee of OWLSnet met six times during the year. The circulation users group and technical service users group also met on several occasions during the year. Representatives from five OWLSnet libraries and both systems participated in the OWLSnet planning process. Five committee meetings were held, and the proposed plan was discussed at an AAC meeting and approved by the OWLS Board. During June, OWLS developed and adopted its *Technology and Resource Sharing Plan: 2007-2010*. This plan and the OWLSnet plan have informed the library system plan.

OWLS staff members continued to be active in the activities of the Fox Valley Library Council, Inc., which 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.

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## 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 **2008**. 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 library 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.

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 Opposing Viewpoints, Biography Resource Center, Literature Resource Center, Ancestry Library Edition, Heritage Quest, WorldCat, and BadgerCat.

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).

OWLSnet holdings will continue to be included in Open WorldCat.

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

OWLS and its member libraries will continue to participate in the Fox Valley Library Council (FVLC) in order to facilitate resource sharing with other types of libraries in the FVLC area.

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**ASSURANCES**

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

OWLS and NFLS will work together to determine appropriate cost-sharing of costs associated with NFLS serving as the interlibrary loan clearinghouse for OWLS libraries.

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**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 an appropriate schedule of CE workshops and computer lab classes on topics of interest to librarians, staff, and trustees of member and area libraries.

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.

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

OWLS will collaborate with South Central Library System and Winnefox Library System to make the first semester of Project Play available to the staff of member libraries in all three systems.

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

OWLS will collaborate with South Central Library System and Winnefox Library System to make the second semester of Project Play available to the staff of member libraries in all three systems.

OWLS will begin producing brief online tutorials to instruct member library staff in using online and computer resources.

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**GENERAL INFORMATION**

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**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 and web postings as its primary methods for rapidly disseminating information to member libraries. In addition to traditional email messages, OWLS will regularly send html email newsletters (e.g., Carpe Hootem) to selected groups of librarians and will post information on web sites in blog format when appropriate.

OWLS will continue to rely on OWLSweb.info and OWLSnet.info, the system web sites, 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.

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**ASSURANCES (cont.)**


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**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.
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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., "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.

OWLS staff will assist member libraries in adding newer technologies to their web sites, e.g., blogs, wikis, podcasts, RSS feeds.

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**Services to Users With Special Needs**

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

List ongoing activities related to this requirement.

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

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

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

OWLS will continue to provide its member libraries with access to Learning Express Library, including GED practice tests and a Spanish language interface to many tests.

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**ASSURANCES**


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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, NFLS, collaborating libraries and agencies will implement an LSTA grant to provide assistance to non-English speakers in learning English and to assist English speakers in learning other languages.

OWLS and interested member libraries will plan and submit a 2009 LSTA grant for a project that serves persons with special needs.

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**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.

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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 provide Children's Services News, a blog of news and information about children's services from the 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 provide supplementary materials in support of member library summer library programs.

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

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**ASSURANCES (cont.)**

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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 make gaming stations, including necessary hardware and software, available to member libraries for young adult and/or youth programming.

### **Public Information and Promotion**

List ongoing activities related to this requirement.

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

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

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 hire a new staff member to replace the Graphic Arts Specialist who is retiring at the end of 2007.

OWLS will use this personnel transition to reassess the public information and promotion services that it provides to member libraries and will make appropriate changes in the service.

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**ASSURANCES**

**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 2007 system audit will be submitted to the division no later than October 15, 2008.

**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 **2008**.

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:	DLTCL Assistant Superintendent Signature	Date Signed
<input type="checkbox"/> Approved <input type="checkbox"/> Provisionally Approved <i>See Comments.</i> <input type="checkbox"/> Not Approved <i>See Comments.</i>	➤	

Comments

<b>PUBLIC LIBRARY SYSTEM 2008 ANNUAL PROGRAM BUDGET</b>					
Program	2008 Public Library System Aid	System Aid Carryover and Interest Earned	Other State and Federal Library Program Funds	All Other Income	Total
<b>Technology, Reference and Interlibrary Loan*</b>					
1. OWLSnet	\$160,404	\$0	\$19,100	\$774,871	
2. OWLS	\$178,277	\$0	\$0	\$7,477	
3.					
4.					
<b>Program Total</b>	\$338,681	\$0	\$19,100	\$782,348	\$1,140,129
<b>Continuing Education and Consulting Service*</b>					
1. CE and Consulting	\$106,883	\$0	\$0	\$4,000	
2.					
<b>Program Total</b>	\$106,883	\$0	\$0	\$4,000	\$110,883
<b>Delivery Services</b>	\$78,796	\$0	\$0	\$47,091	\$125,887
<b>Library Services to Special Users</b>	\$31,812	\$0	\$0	\$0	\$31,812
<b>Library Collection Development</b>					\$0
<b>Direct Payment to Members for Nonresident Access</b>	\$0	\$0	\$0	\$1,827,101	\$1,827,101
<b>Direct Nonresident Access Payments Across System Borders</b>	\$0	\$0	\$0	\$160,692	\$160,692
<b>Library Services to Youth</b>	\$25,335	\$0	\$0	\$20,000	\$45,335
<b>Public Information</b>	\$58,718	\$0	\$0	\$32,000	\$90,718
<b>Administration</b>	\$12,809	\$15,000	\$0	\$85,000	\$112,809
<b>Subtotal</b>	\$207,470	\$15,000	\$0	\$2,171,884	\$2,394,354
<b>Other System Programs</b>					
1. Capital Expenditures	\$0	\$0	\$0	\$5,000	\$5,000
2.					\$0
<b>Program Total</b>	\$0	\$0	\$0	\$5,000	\$5,000
<b>Grand Totals</b>	\$653,034	\$15,000	\$19,100	\$2,963,232	\$3,650,366

\* 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  
2008 Budget**

Approved September 20, 2007

	2007 Budget 08/16/07	2008 Budget 09/14/07	Change	% Change
<b>Income</b>				
State Aid	\$628,075.00	\$653,034.00	\$24,959.00	4.0%
Outagamie County	\$1,123,937.00	\$1,152,402.00	\$28,465.00	2.5%
Waupaca County	\$703,166.00	\$694,699.00	(\$8,467.00)	-1.2%
Intersystem Income	\$185,763.00	\$204,285.00	\$18,522.00	10.0%
Automation Income	\$732,401.00	\$745,871.00	\$13,470.00	1.8%
Federal LSTA Grants	\$14,500.00	\$19,100.00	\$4,600.00	31.7%
Interest Income	\$65,000.00	\$65,000.00	\$0.00	0.0%
Printing Income	\$7,000.00	\$8,000.00	\$1,000.00	14.3%
Miscellaneous Income	\$3,000.00	\$3,000.00	\$0.00	0.0%
<b>Total Revenue</b>	<b>\$3,462,842.00</b>	<b>\$3,545,391.00</b>	<b>\$82,549.00</b>	<b>2.4%</b>
Transfer from Fund Balance	\$118,531.00	\$105,000.00	(\$13,531.00)	-11.4%
<b>Total Revenue &amp; Transfers</b>	<b>\$3,581,373.00</b>	<b>\$3,650,391.00</b>	<b>\$69,018.00</b>	<b>1.9%</b>

**Expenditures****ADMINISTRATION**

300-03 Salaries	\$44,221.00	\$46,756.00	\$2,535.00	5.7%
301-03 Payroll Taxes	\$3,383.00	\$3,577.00	\$194.00	5.7%
302-03 Fringe Benefits	\$26,138.00	\$28,176.00	\$2,038.00	7.8%
305-03 Facilities	\$3,500.00	\$3,500.00	\$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	\$1,000.00	\$1,000.00	\$0.00	0.0%
321-03 Equipment Service	\$1,100.00	\$1,100.00	\$0.00	0.0%
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	\$4,200.00	\$4,200.00	\$0.00	0.0%
363-03 Prof. Memberships	\$2,500.00	\$2,500.00	\$0.00	0.0%
375-03 Miscellaneous	\$1,000.00	\$1,200.00	\$200.00	20.0%
	<b>\$107,842.00</b>	<b>\$112,809.00</b>	<b>\$4,967.00</b>	<b>4.6%</b>

**TECHNOLOGY-REFERENCE-INTERLOAN****OWLS**

300-11 Salaries	\$95,238.00	\$103,407.00	\$8,169.00	8.6%
301-11 Payroll Taxes	\$7,286.00	\$7,911.00	\$625.00	8.6%
302-11 Fringe Benefits	\$37,623.00	\$41,136.00	\$3,513.00	9.3%
305-11 Facilities	\$3,500.00	\$3,500.00	\$0.00	0.0%
312-11 Supplies	\$500.00	\$500.00	\$0.00	0.0%
320-11 Equipment	\$5,000.00	\$5,000.00	\$0.00	0.0%
325-11 Meeting and Travel	\$0.00	\$1,500.00	\$1,500.00	-
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%
342-11 Online Databases	\$3,715.00	\$4,000.00	\$285.00	7.7%
345-11 Interlibrary Loan Fees	\$6,200.00	\$0.00	(\$6,200.00)	-100.0%
373-11 FOCOL Participation	\$5,000.00	\$5,000.00	\$0.00	0.0%
374-11 FVLC Participation	\$1,000.00	\$1,000.00	\$0.00	0.0%
375-11 Statewide Projects	\$6,204.00	\$6,300.00	\$96.00	1.5%
378-11 Lender Compensation	\$4,000.00	\$4,000.00	\$0.00	0.0%
<b>Subtotal</b>	<b>\$178,266.00</b>	<b>\$185,754.00</b>	<b>\$7,488.00</b>	<b>4.2%</b>

TECHNOLOGY-REFERENCE-ILL	2007 Budget 08/16/07	2008 Budget 09/14/07	Change	% Change
OWLSnet				
300-05 Salaries	\$281,038.00	\$294,802.00	\$13,764.00	4.9%
301-05 Payroll Taxes	\$21,499.00	\$22,552.00	\$1,053.00	4.9%
302-05 Fringe Benefits	\$106,120.00	\$113,330.00	\$7,210.00	6.8%
305-05 Facilities	\$7,000.00	\$7,000.00	\$0.00	0.0%
311-05 Telephone	\$3,500.00	\$3,500.00	\$0.00	0.0%
312-05 Supplies	\$8,000.00	\$8,000.00	\$0.00	0.0%
313-05 Telecommunications	\$75,000.00	\$81,744.00	\$6,744.00	9.0%
314-05 Borrowers' Card Supplies	\$7,500.00	\$7,500.00	\$0.00	0.0%
315-05 Printing & Promotion	\$13,700.00	\$13,700.00	\$0.00	0.0%
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	\$10,000.00	\$10,000.00	\$0.00	0.0%
326-05 Training/Consulting	\$6,500.00	\$6,500.00	\$0.00	0.0%
330-05 Software	\$5,000.00	\$5,000.00	\$0.00	0.0%
340-05 Resource Library	\$18,000.00	\$18,000.00	\$0.00	0.0%
342-05 Online Databases	\$71,688.00	\$77,097.00	\$5,409.00	7.5%
343-05 Internet Access	\$22,050.00	\$30,450.00	\$8,400.00	38.1%
345-05 OCLC Charges	\$75,000.00	\$85,000.00	\$10,000.00	13.3%
349-05 Enhanced Content	\$14,000.00	\$14,700.00	\$700.00	5.0%
348-05 Authority Control	\$8,000.00	\$6,000.00	(\$2,000.00)	-25.0%
350-05 System Development	\$25,000.00	\$15,000.00	(\$10,000.00)	-40.0%
352-05 System Hardware	\$5,000.00	\$30,000.00	\$25,000.00	500.0%
353-05 Network Hardware	\$47,000.00	\$8,500.00	(\$38,500.00)	-81.9%
354-05 System Maintenance	\$88,000.00	\$90,000.00	\$2,000.00	2.3%
Subtotal	\$924,595.00	\$954,375.00	\$29,780.00	3.2%
Total	\$1,102,861.00	\$1,140,129.00	\$37,268.00	3.4%
CONTINUING EDUCATION - CONSULTING				
300-10 Salaries	\$42,209.00	\$46,025.00	\$3,816.00	9.0%
301-10 Payroll Taxes	\$3,229.00	\$3,521.00	\$292.00	9.0%
302-10 Fringe Benefits	\$17,950.00	\$22,087.00	\$4,137.00	23.0%
305-10 Facilities	\$7,000.00	\$7,000.00	\$0.00	0.0%
324-10 CE Program Expenses	\$11,500.00	\$10,000.00	(\$1,500.00)	-13.0%
325-10 Travel	\$4,000.00	\$4,000.00	\$0.00	0.0%
326-10 CE Scholarships	\$7,000.00	\$7,000.00	\$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	\$1,000.00	\$1,000.00	\$0.00	0.0%
	\$104,138.00	\$110,883.00	\$6,745.00	6.5%
DELIVERY				
300-08 Salaries	\$26,512.00	\$27,493.00	\$981.00	3.7%
301-08 Payroll Taxes	\$2,028.00	\$2,103.00	\$75.00	3.7%
302-08 Fringe Benefits	\$9,942.00	\$10,548.00	\$606.00	6.1%
305-08 Facilities	\$7,000.00	\$7,000.00	\$0.00	0.0%
310-08 Postage	\$2,000.00	\$2,500.00	\$500.00	25.0%
312-08 Supplies	\$1,500.00	\$2,000.00	\$500.00	33.3%
363-08 Contractual Services	\$72,744.00	\$73,143.00	\$399.00	0.5%
365-08 Equipment Lease	\$1,100.00	\$1,100.00	\$0.00	0.0%
	\$122,826.00	\$125,887.00	\$3,061.00	2.5%



	2007 Budget 08/16/07	2008 Budget 09/14/07	Change	% Change
<b>SPECIAL USER SERVICES</b>				
300-13 Salaries	\$9,185.00	\$10,473.00	\$1,288.00	14.0%
301-13 Payroll Taxes	\$703.00	\$801.00	\$98.00	13.9%
302-13 Fringe Benefits	\$5,103.00	\$6,538.00	\$1,435.00	28.1%
338-13 Literacy Support	\$6,000.00	\$6,000.00	\$0.00	0.0%
339-13 Materials	\$10,000.00	\$8,000.00	(\$2,000.00)	-20.0%
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	\$30,991.00	\$31,812.00	\$821.00	2.6%
<b>PUBLIC INFORMATION - PROMOTION</b>				
300-15 Salaries	\$29,235.00	\$25,534.00	(\$3,701.00)	-12.7%
301-15 Payroll Taxes	\$2,236.00	\$1,953.00	(\$283.00)	-12.7%
302-15 Fringe Benefits	\$7,812.00	\$14,231.00	\$6,419.00	82.2%
305-15 Facilities	\$7,000.00	\$7,000.00	\$0.00	0.0%
312-15 Supplies	\$16,000.00	\$17,000.00	\$1,000.00	6.3%
320-15 Equipment	\$3,500.00	\$3,500.00	\$0.00	0.0%
321-15 Equipment Maintenance	\$4,500.00	\$5,000.00	\$500.00	11.1%
354-15 Special Promotions	\$3,000.00	\$3,000.00	\$0.00	0.0%
364-15 Commercial Work	\$13,500.00	\$13,500.00	\$0.00	0.0%
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	\$86,783.00	\$90,718.00	\$3,935.00	4.5%
<b>YOUTH SERVICES</b>				
300-06 Salaries	\$22,020.00	\$18,257.00	(\$3,763.00)	-17.1%
301-06 Payroll Taxes	\$1,685.00	\$1,397.00	(\$288.00)	-17.1%
302-06 Fringe Benefits	\$5,464.00	\$11,981.00	\$6,517.00	119.3%
312-06 Supplies	\$2,500.00	\$2,500.00	\$0.00	0.0%
326-06 SLP Program Grants	\$8,200.00	\$8,200.00	\$0.00	0.0%
327-06 Liaison	\$2,000.00	\$2,500.00	\$500.00	-
340-07 Big Books Collection	\$500.00	\$500.00	\$0.00	0.0%
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	\$42,369.00	\$45,335.00	\$2,966.00	7.0%
<b>ACCESS PAYMENTS</b>				
County Service				
400-22 Appleton	\$649,915.00	\$675,904.00	\$25,989.00	4.0%
405-22 Black Creek	\$50,227.00	\$55,410.00	\$5,183.00	10.3%
410-22 Clintonville	\$109,100.00	\$108,889.00	(\$211.00)	-0.2%
415-22 Fremont	\$17,230.00	\$16,466.00	(\$764.00)	-4.4%
420-22 Hortonville	\$50,034.00	\$49,265.00	(\$769.00)	-1.5%
425-22 Iola	\$62,032.00	\$58,728.00	(\$3,304.00)	-5.3%
430-22 Kaukauna	\$80,176.00	\$81,718.00	\$1,542.00	1.9%
435-22 Kimberly-Little Chute	\$127,449.00	\$123,591.00	(\$3,858.00)	-3.0%
440-22 Manawa	\$57,169.00	\$58,690.00	\$1,521.00	2.7%
445-22 Marion	\$21,651.00	\$24,425.00	\$2,774.00	12.8%
450-22 New London	\$123,740.00	\$128,100.00	\$4,360.00	3.5%
455-22 Scandinavia	\$8,503.00	\$11,063.00	\$2,560.00	30.1%
460-22 Seymour	\$55,470.00	\$55,682.00	\$212.00	0.4%
465-22 Shiocton	\$21,109.00	\$20,339.00	(\$770.00)	-3.6%
470-22 Waupaca	\$312,024.00	\$305,920.00	(\$6,104.00)	-2.0%
475-22 Weyauwega	\$36,081.00	\$32,308.00	(\$3,773.00)	-10.5%
480-22 Oneida	\$25,193.00	\$20,603.00	(\$4,590.00)	-18.2%
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Subtotal	\$1,807,103.00	\$1,827,101.00	\$19,998.00	1.1%

	2007 Budget 08/16/07	2008 Budget 09/14/07	Change	% Change
Intersystem Service				
400-23 Appleton	\$64,340.00	\$76,145.00	\$11,805.00	18.3%
405-23 Black Creek	\$0.00	\$0.00	\$0.00	-
410-23 Clintonville	\$6,688.00	\$10,680.00	\$3,992.00	59.7%
415-23 Fremont	\$2,325.00	\$2,358.00	\$33.00	1.4%
420-23 Hortonville	\$0.00	\$0.00	\$0.00	-
425-23 Iola	\$0.00	\$0.00	\$0.00	-
430-23 Kaukauna	\$28,751.00	\$26,409.00	(\$2,342.00)	-8.1%
435-23 Kimberly-Little Chute	\$33,402.00	\$35,870.00	\$2,468.00	7.4%
440-23 Manawa	\$0.00	\$0.00	\$0.00	-
445-23 Marion	\$4,779.00	\$7,588.00	\$2,809.00	58.8%
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	\$1,175.00	\$1,642.00	\$467.00	39.7%
475-23 Weyauwega	\$0.00	\$0.00	\$0.00	-
480-23 Oneida	\$0.00	\$0.00	\$0.00	-
Subtotal	\$141,460.00	\$160,692.00	\$19,232.00	13.6%
Total	\$1,948,563.00	\$1,987,793.00	\$39,230.00	2.0%

#### SUMMARY

Administration	\$107,842.00	\$112,809.00	\$4,967.00	4.6%
T-R-I: OWLSnet	\$924,595.00	\$954,375.00	\$29,780.00	3.2%
T-R-I: OWLS	\$178,266.00	\$185,754.00	\$7,488.00	4.2%
Continuing Ed. - Consulting	\$104,138.00	\$110,883.00	\$6,745.00	6.5%
Delivery	\$122,826.00	\$125,887.00	\$3,061.00	2.5%
Special User Services	\$30,991.00	\$31,812.00	\$821.00	2.6%
Public Information - Promotion	\$86,783.00	\$90,718.00	\$3,935.00	4.5%
Youth Services	\$42,369.00	\$45,335.00	\$2,966.00	7.0%
Subtotal	\$1,597,810.00	\$1,657,573.00	\$59,763.00	3.7%
Access Payments	\$1,948,563.00	\$1,987,793.00	\$39,230.00	2.0%
Capital	\$35,000.00	\$5,000.00	(\$30,000.00)	-85.7%
	\$3,581,373.00	\$3,650,366.00	\$68,993.00	1.9%

#### Summary of Personnel Costs

Salaries	\$549,658.00	\$572,747.00	\$23,089.00	4.2%
Payroll Taxes	\$42,049.00	\$43,815.00	\$1,766.00	4.2%
Fringe Benefits	\$216,152.00	\$248,027.00	\$31,875.00	14.7%
Total	\$807,859.00	\$864,589.00	\$56,730.00	7.0%