Wisconsin Department of Public Instruction
PUBLIC LIBRARY SYSTEM PLAN AND
CERTIFICATION OF INTENT TO COMPLY
CALENDAR YEAR 2019
PI-2446 (Rev. 08-18)

Required by Wis. Stat. §§ 43.17(5) and 43.24(3)

GENERAL INFORMATION

Library System

Outagamie Waupaca Library System

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

According to 2018 preliminary population estimates from the DOA Demographic Services Center, Outagamie County's population is 184,455 and Waupaca County's population is 52,120, for a total system population of 236,575. Approximately 45% of system residents are library card holders.

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 16,049 and 17,806, respectively. Appleton Public Library has the largest municipal population in the system area, i.e., 74,734 people. It should be noted that two system libraries include municipal population outside of Outagamie County and Waupaca County. Appleton includes 11,680 residents of Calumet County and 1,487 residents of Winnebago County. Marion includes 26 residents of Shawano County.

According to the 2010 census, Outagamie County's population increased 9.8% since the 2000 census, which is greater than the statewide increase of 6.4%. However, Waupaca County's population only increased 1.3% during that period. Waupaca County has an older population, with 18.1% of persons 65 years and older. In Outagamie County 13.2% of the population is 65 years and older. Statewide, 13.6% of the population is 65 years or older.

Diversity within the area's population is limited, with only 2.9% of Waupaca County's population and 7.4% of Outagamie County's population not counted as White in the 2010 census. Persons of Hispanic or Latino origin constitute the largest minority population in both counties, i.e., 3.3% in Outagamie County and 2.5% in Waupaca County. The Asian population constitutes 2.4% of the total population in Outagamie County.

When it comes to educational attainment, 9.3% of the system's adult residents haven't graduated from high school. However, 34.7% of Outagamie County residents have obtained an Associate degree or above, but only 24% of Waupaca County residents have obtained an Associate degree or above. Income for 8.9% of households in the system area is below the poverty level. The number of households below poverty level increased 81.1% from 2000 to 2010.

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 1.1 million items to non-residents in 2017. Approximately 46% of Outagamie and Waupaca County residents live in jurisdictions without local libraries, i.e., 43% of Outagamie County residents and 56% of Waupaca County residents.

Several libraries are located near the boundaries of the system, and many more people come into the system area to use libraries than 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 apart. 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 (approximately 154,000 circulations in 2017).

As of the writing of this plan, compiled statistics at the state and system level for 2017 and 2016 were not yet available on the DPI web site, so system comparisons below are based on 2015 data.

OWLS is one of the smaller of the seventeen systems in Wisconsin. In 2015, OWLS ranked 11th in total population and 11th in state aid received. More than half of the systems include more counties than OWLS. When aggregate measures from OWLS and its member libraries are compared with those of other systems, predictably, the system often ranks near its population ranking (11th) on the raw data for many of the measures. Adjusting for population differences by using per capita comparisons, the system typically ranks higher than 11th.

Several of these 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 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. In 2017, OWLS libraries loaned 250,272 items to residents of adjacent

GENERAL INFORMATION (cont'd.)

Wisconsin public library systems. This was much greater than the 2015 statewide average for systems (93,609).

OWLS libraries circulate a high number of items, ranking 6th in the number of items circulated 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 7th highest among systems, and the number of programs attended per capita is 2nd.

OWLS libraries continue to rank very low in the number of public computers connected to the Internet (17th per capita). However, use of public Internet computers ranks 11th per capita, and wireless internet ranks quite high (6th per capita).

It is also interesting to note that while OWLS ranks 9th in total income per capita and 7th in total operating expenditures per capita, OWLS libraries rank 3rd in materials expenditures per capita. OWLS libraries spend a greater portion of their budgets for materials than do libraries in most other systems.

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

The development of the 2019 system plan builds upon previous planning activities and previous plans. While many of the system's needs and problems do not change dramatically from year to year, new issues regularly arise, and ongoing issues experience a shift in focus or urgency. A number of 2019 issues and priorities are described below.

Technology Services

OWLS Technology and Resource Sharing Plan: 2017-2020 and OWLSnet Plan (March 2014) contain extensive detail regarding technology service goals, objectives, priorities, and activities. The primary technology goal is to continue providing services and support to OWLS and OWLSnet member libraries that help them increase patron access to library and information resources and that help them increase the efficiency and effectiveness of library operations. The technology priorities for 2019 are summarized below:

-Continue exploring the possiblity of merging the OWLSnet ILS service with Winnefox's WALS ILS service.
-Conduct a review of ILS platforms in anticipation of a new contract and possible migration in 2020.
-Further develop OWLS and OWLSnet services in order to improve and enhance the services and information available to member libraries and their patrons.
-Facilitate effective resource sharing among OWLSnet member libraries, and between OWLS libraries and libraries beyond OWLSnet, in order to provide patrons with convenient access to library and information resources.
-Work with the OWLSnet Administrative Advisory Committee to optimize the ongoing governance and operation of OWLSnet.
-Engage in continuous study and planning in regard to OWLSnet services, library automation, resource sharing, and new technologies.
-Support member library use of technology. This priority includes providing training, supporting library PCs, assisting with the development of electronic content, and implementing new services or software modules requested by member libraries when feasible.
-Maintain and develop OWLSnet network infrastructure in order to continue providing up-to-date technology-based services. This includes deploying appropriate network servers and telecommunications equipment and securing sufficient bandwidth to meet library needs. [By the end of 2018, all OWLSnet locations will have received bandwidth upgrades to at least 20MG, and OWLS will purchase a new router for the head-end data circuit in anticipation of increasing head-end bandwidth , allowing us to increase library bandwidth to 50MG in 2019.]
-Monitor the impact on member libraries and network infrastructure of changing media distribution systems from the sale of physical items to the licensing of downloadable and streaming media, and working to acquire sufficient digital resources to meet growing patron demand.
-Continue to work with the Wisconsin Public Library Consortium (WPLC) to maintain an effective statewide digital media collection.

Resource Sharing and Delivery

Along with the Nicolet Federated Library System, OWLS is continuing to use WISCAT to provide resource sharing for our member libaries. OWLS staff provide support and training for using the service, while member libraries manage their own requests to and from WISCAT. OWLS will continue to monitor this model and recommend any changes that might improve delivery of service.

Funding for Nonresident Service

Pursuing adequate and equitable county and intersystem funding for nonresident services continues to be a high priority for OWLS. OWLS libraries provide a high volume of service to non-residents. In fourteen member libraries, over 50% of circulation is to nonresidents. Non-resident circulation at member libraries ranges from 36% to 79% of total circulation. OWLS libraries have historically circulated more items to people living outside of the system area than do the libraries in any other system.

Excellent progress has been made in achieving equitable county funding. In 2009, county library service plans were developed that called for Outagamie and Waupaca Counties to fund municipal libraries at 100% of their respective funding formulas by the end of the period covered by the plans, i.e., 2014. Both counties were able to achieve this level during the 2014 budget cycle and have continued through the 2018 budget cycle. They are both anticipated to do so for the 2019 budget. Waupaca County and Outagamie County will convene committees in 2019 to update their library service plans for 2020-2024.

With the passage of Act 157 in 2014, some of the issues regarding equity are beginning to be addressed. OWLS libraries billed Brown County for nonresident use. Both Brown County and Outagamie County have paid for current usage in 2015-2018. Beginning in 2015, the Marion and Clintonville libraries billed for service provided to Shawano County residents living in areas not served by a library. However, Shawano County became a consolidated county library at the end of 2017; which will mean that the Marion and Clintonville libraries will be unable to bill for services provided to residents of Shawano County residing outside of municipalities with libraries, which for both libraries represents more than 10% of their total circulation.

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, and Waushara County began reimbursing Waupaca County libraries in 2011.

Another problem area is between Portage County and Waupaca County. The Waupaca Area Public Library provides a significant level of service to Portage County residents, but because Portage County operates a consolidated county library and does not bill adjacent counties, they are not required to pay for the service they receive.

OWLS will continue to monitor these situations 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. In addition, OWLS will continue to pursue legislative remedies to address inequities should it be deemed appropriate.

Future of Wisconsin Library Systems

Since 2013, OWLS has participated in or monitored a number of statewide processes and discussions relating to ensuring a strong future for Wisconsin's systems, most notably the Public Library System Redesign process. In addition, OWLS has continued to investigate opportunities for collaboration with neighboring systems, counties, and libraries that are mutually beneficial.

In 2018, OWLS entered into a short-term agreement to outsource CE programming to Winnefox in the first half of the year. Following the success of that collaboration, in 2019 OWLS, Winnefox, NFLS, and MCLS will launch NEWI, a regional continuing education service. In January 2018, OWLS and Winnefox announced a project to explore merging our ILS services. This process aims to address the difficulty of having two separate systems in the Fox Cities by developing a shared ILS. Since OWLS and Winnefox use software from two different vendors, the discussion is complicated. We will continue to look for opportunities to expand our collaboration, with hopes that the Public Library System Redesign Process will lead to opportunities in the future.

Financial Position

While the system's financial position appears to be secure for 2019, OWLS may face significant financial challenges in the future. Aid to public library systems was cut by 10% in 2011 and remained flat through 2017. Although we received a small increase in state aid in 2018, it was offset by a decrease in LSTA funding for system technology.

Many library systems have been struggling for several years and have had to cut services to their member libraries. While OWLS hasn't had to make many service cuts to date, in recent years it had been drawing down the fund balance to supplement annual operations. In 2017 and 2018, staff departures led to budget surpluses. Through attrition, staffing has been reduced by

GENERAL INFORMATION (cont'd.)

one professional position and one support position, which we do not plan to rehire. If funding should be cut or remain flat in the next biennium, it could be necessary to make significant cuts in programs and services.

In 2019, over half of the OWLS operating budget will come from fees paid for services by libraries. Because the OWLS budget is so dependent on fees, the ability to continue current service levels will also be threatened if local budget cuts affect the ability of member libraries to pay their fees. The fact that 100% of system aids come from the Universal Service Fund, rather than a general purpose revenue (GPR), also places the system aids in further jeopardy because some officials and industry groups don't believe this is an appropriate use of the Fund.

Additionally, for many years OWLS received rental assistance from Outagamie and Waupaca Counties. In 2017 Outagamie County eliminated the rental assistance because of the increase in county funding going to the Brown County library. Waupaca County has maintained their rental assistance to OWLS. OWLS is a tenant in the Appleton Public Library building, and as their new building process unfolds, OWLS anticipates increased facilities costs in the future whether we move to the new library or find new office space in the area.

Describe the planning environment and process under which this and other system plans were developed. Include how member libraries are involved in plan development and review and whether your system has a formally appointed advisory committee. If an advisory committee is appointed under Wis. Stat. § 43.17(2m), how are appointments made, meetings posted, and how does the committee report to the board? (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 meet throughout the year to discuss issues important to the future of the system. The professional staff also met individually with staff from the Appleton Public Library, Nicolet Federated Library System, and member libraries on many occasions.

Brown Bag Lunch Meetings are held regularly to give OWLS children's librarians an opportunity to share with each other and with system representatives. The Administrative Advisory Committee of OWLSnet generally meets every other month. Input from the directors, children's librarians, and AAC meetings was considered in the development of the plan.

OWLS has conducted two meetings with member library directors in 2018, with a third scheduled for December. At the August 10th meeting we reviewed the 2018 plan and discussed priorities for the 2019 OWLS plan and budget. A draft of this plan was emailed to the OWLS directors and to the Fox Valley Library Council member libraries for their comments prior to approval by the OWLS Board.

The 2019 plan has also been shaped by the OWLS Technology and Resource Sharing Plan: 2017-2020. OWLSnet also has a plan that will be reviewed and updated on a regular basis.

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

ASSURANCES

The following plan and compliance document provides assurance that your public library system intends to comply with all statutory requirements for public library systems for calendar year **2019**. Indicate, with a check, your system's intent to comply with each system requirement and provide the requested information under each system requirement.

Wis. Stat. § 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 that comply with Wis. Stat. § 43.15(4)(c)4. with all member libraries.

☒ A copy of the agreement with a list of all members signing and the dates signed 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.

ASSURANCES (cont'd.)

Reference Referral, Interlibrary Loan, and Technology

☒ Wis. Stat. § 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 maintain the database of member library bibliographic records and holdings. The majority of interloan transactions occur between libraries using the OWLSnet shared automation system.
-OWLS and NFLS will continue to provide member libraries and their patrons with access to the other area library catalogs via InfoSoup.
-OWLS and NFLS will continue to provide OWLSnet members with access to electronic resources including Ancestry Library Edition, Tumblebooks, and RB Digital audiobooks and magazines.
-OWLS, NFLS, and Appleton Public Library will evaluate current database subscriptions and will implement any changes resulting from the evaluation.
-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.
-OWLS and NFLS will monitor and make recommendations for addressing any resource sharing inequities that may emerge between systems or between member libraries.
-OWLS and AAC will continue investigation of adding a print management solution for public access PCs and wireless devices in the library.

Indicate new or priority activities relating to this requirement for the plan year. If none, indicate so.

-OWLS will continue the ILS merger exploration with Winnefox.

-OWLS and AAC will conduct an evaluation of ILS platforms and discovery layers.

-OWLS will increase total network bandwidth in order to provide libraries with 50MG connections as needed.

-OWLS cataloging staff will expand a project to help member libraries quickly and accurately add new items to the catalog.

-OWLS will complete a move of our staff share drives from a local server to Sharepoint.

-OWLS and AAC will investigate alternatives to our SAM PC management software.

Inservice Training

☒ Wis. Stat. § 43.24(2)(e) Inservice training for participating public library personnel and trustees.

List ongoing activities related to this requirement.

-OWLS will continue to provide training and support to help more member libraries digitize unique local resources and share them online through Recollection Wisconsin.
-OWLS will continue to provide group training, individual training or consultation to staff of member libraries in the effective use of electronic information resources, computer, software, social media, and other technologies.
-OWLS will continue to provide information to member libraries about additional sources for continuing education and training.
-OWLS will continue to provide a limited number of scholarships for librarians, staff, and trustees to attend workshops and conferences.
-OWLS will continue to cooperate with the Winnefox Library System to produce a quarterly educational newsletter for library trustees.
-OWLS will continue to validate and maintain librarian certification records.
-OWLS will continue using GoToMeeting and GoToWebinar to host online meetings and provide online training to member libraries.

Indicate new or priority activities relating to this requirement for the plan year. If none, indicate so.

-Through the NEWI regional CE agreement, OWLS will offer an appropriate schedule of continuing education workshops and training classes on topics of interest to librarians, staff, and trustees of member and area libraries.
-OWLS will redirect some funds previously allocated to CE programming into the CE scholarships budget to enable member library directors and staff to attend workshops and conferences.

List specific staff and resources dedicated to this requirement and/or contract arrangements with other libraries or systems.

OWLS, NFLS, MCLS have contracted with Winnefox to provide CE to the entire NEWI region in 2019. Joy Schwarz at Winnefox will be the primary CE coordinator. OWLS Adminstrative Assistant Liz Kauth will provide staff support.

ASSURANCES (cont'd.)

Delivery and Communication

☒ Wis. Stat. § 43.24 (2)(fm) Electronic delivery of information and physical delivery of library materials to participating libraries.

List ongoing activities related to this requirement. *For physical delivery reference resources, personnel, and vendors.*

-OWLS will continue to contract with a vendor to provide five day a week delivery service to all member libraries.
-OWLS will continue to participate in the statewide delivery service operated by the South Central Library System.
-OWLS will continue to monitor delivery volume and plan any necessary adjustments or modifications to the delivery service.
-OWLS will continue to utilize email, web postings, and Net Support Notify software as its primary methods for rapidly disseminating information to member libraries.
-OWLS will continue to rely on OWLSnet.org and OWLSweb.org, the system websites, to provide a rich variety of relevant content and links helpful to library staff and trsutees.
-OWLS will continue to provide web design and hosting services to facilitate the electronic delivery of information from members to their constituents.
-OWLS staff will assist member libraries with posting electronic content contained in local databases on their websites and with contributing digital resources to Recollection Wisconsin.

Indicate new or priority activities relating to this requirement for the plan year. *If none, indicate so.*

-In 2018, OWLS expanded the focus of our graphic arts service to include marketing and communication. In 2019, OWLS Graphic Arts & Communications Specialist, Chad Glamann, will continue to expand these services.

Service Agreements

☒ Wis. Stat. § 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

☒ Wis. Stat. § 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

☒ Wis. Stat. § 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.

☒ By January 1, 2019, the system's current plan for library technology and resource sharing or changes to the current plan will be submitted to the division.

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

ASSURANCES (cont'd.)

Professional Consultation

☒ Wis. Stat. § 43.24(2)(h) Professional consultant services to participating public libraries.

Specifically identify consultants, their service areas, and related activities.

-OWLS will continue to provide consultant services in a variety of areas including administration and finance, automation, technical services, computer selection and use, web site development, staff training and development, planning and evaluation, collection development, inclusive services, and legal issues.
-OWLS will continue to facilitate the sharing of professional information by holding regular in-person and online meetings of staff with similar interests, e.g., brown bag lunch meetings for children and young adult staff, directors meetings.
-Upon request, OWLS will continue facilitating member library planning processes.
-Upon request, OWLS professional team will visit member libraries and provide consulting reports in the areas of general library organization or workflow analysis.
-In 2018, OWLS matched three new library directors with experienced member directors to serve as mentors. OWLS will continue to match new directors with mentors.

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

-Beginning in 2018 and continuing in 2019, OWLS Trustees are visiting member library board meetings to raise awareness of OWLS services among library boards and to solicit feedback regarding their needs.

Indicate specific methods or means of communication with member libraries to fulfill this requirement.

OWLS will continue to provide consulting using a variety of methods, e.g., field visits, meetings with individuals at the system office, email and telephone consultation, and interactive computer sessions.

Inclusive Services

☒ Wis. Stat. § 43.24(2)(k) Promotion and facilitation of library service to users with special needs.

The division interprets services to users with special needs as inclusive services. Inclusive library services are holistic, spanning library policies, collections, space, and services. Inclusive services reflect equity and accessibility for all members of the community, including services to individuals or groups for whom using the public library is difficult, limited, or minimized.

List ongoing activities related to this requirement.

-OWLS will support member libraries in enhancing access to materials and services for persons with special needs through continuing education about best practices in providing inclusive services. This has been included as a requirement in the NEWI CE agreement.
-OWLS will help libraries identify opportunities to improve service to patrons with special needs through staff training and application of technology and will assist with implementation of projects.
-OWLS will continue to apply for and implement appropriate LSTA grants in one of the Special Needs categories if available.
-OWLS will continue to offer a Spanish language search interface in the InfoSoup catalog (both the classic catalog and the new discovery layer).
-OWLS will continue to support the work of the Fox Valley Literacy Council providing grants, printing, delivery of materials to tutors in other communities, and use of mailing facilities and services.
-OWLS will continue to offer support to job seekers by providing an InfoSoup Jobs and Careers page.

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

-OWLS Library Services Manager, Evan Bend, will research and implement web accessibility improvements for 15 member library web sites developed and hosted by OWLS.

-In 2018, OWLS member director Elizabeth Timmins attended DPI's inculsiveness training. In 2019, OWLS will facilitate opportunities for Elizabeth to share what she learned with other OWLS directors and staff.

Indicate specific methods or means of communication with member libraries to fulfill this requirement.

OWLS shares best practices for inclusive services with libraries by sharing information from DPI and other organizations via system email lists, through CE programming, and by responding to questions from libraries via email and telephone.

ASSURANCES (cont'd.)

Other Service Programs

Wis. Stat. § 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.)

Library Services to Youth

-OWLS will provide an email discussion list specifically for youth librarians to share information.

-OWLS will facilitate the interaction of youth librarians at 3-5 brown bag lunch meetings per year.

-OWLS will provide supplementary materials in support of summer library programs, including purchasing a limited amount of the Collaborative SLP materials from Upstart.

-OWLS will continue to offer grants for summer library program performers or other special summer library program activities.

-OWLS will continue to contract with a member library for a librarian to serve as the system's Youth Services Liaison.

Public Information and Promotion

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

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

-OWLS will provide materials to OWLSnet member libraries to promote the use of InfoSoup.

-OWLS has expanded the focus of our graphic design and printing service to include consultation on marketing and communications.

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 2018 system audit will be submitted to the division no later than September 30, 2019.

Budget

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

COLLABORATIVE ACTIVITIES

Summary of Activities *Briefly describe collaborative activities with other libraries, public library systems, and other organizations. Exclude services and activities listed in the system's 2019 resource library contract.*

There are several activities that OWLS shares with other entities. The primary service is OWLSnet which is shared with the libraries of OWLS and those in NFLS (excluding Brown County). OWLS also cooperates with other library systems in providing CE opportunities. OWLS and Winnefox produce the Trustee Tale newsletter and OWLS provide financial support (as well as in-kind services) to the Fox Valley Literacy Council. OWLS also participates in Recollection Wisconsin.

Cost Benefit *For each activity above, list the activity name and estimated cost benefit realized.*

Activity	Amount
1. OWLSnet	$100,000
2. Trustee Tale	$500
3. NEWI CE Agreement	$45,000
4. WPLC	$50,000
5. Fox Valley Literacy Council	$4,000
6. Recollection Wisconsin	$3,000
7.	
8.	
9.	
10.	
Cost Benefit Total	$202,500

2019 BUDGET INCREASE ACTIVITIES

Summary of Activities *Identify any specific activities and allocations supporting broadband access, workforce development, and lifelong learning.*
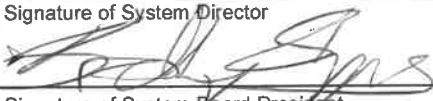
-Increase OWLS head end bandwidth through TEACH, $500/month

-Maintenance cost of router purchased in 2018 to enable bandwidth increase.

-Maintenance cost of 1000 Books Before Kindergarten app purchased in 2018.

-Multi-system subscription to Transparent Languages online language learning resource.

- New routers at 3 libraries to enable increase to 50G bandwidth

Cost Benefit *For each activity above, list the activity name and estimated cost benefit realized.*

Activity	Amount
1. Bandwidth increase	$6,000
2. Router maintenance	$1,785
3. 1000 Books Before Kindergarten App maintenance	$100
4. Transparent Languages online resource	$2,000
5. Three library routers	$9,000
6.	
Cost Benefit Total	$18,885

CERTIFICATION

WE, THE UNDERSIGNED, 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 all applicable provisions of Chapter 43 of the Wisconsin Statutes for the year **2019**.

Name of System Director	Signature of System Director	Date Signed *Mo./Day/Yr.*
Bradley Shipps		9/20/18
Name of System Board President	Signature of System Board President	Date Signed *Mo./Day/Yr.*
Marcia Trentlage	➤ Marcia Trentlage	9/20/18

FOR DPI USE
LIBRARY SYSTEM PLAN APPROVAL

Pursuant to Wis. Statutes, the plan contained herein is:	DLT Assistant Superintendent Signature	Date Signed *Mo./Day/Yr.*
☐ Approved ☐ Provisionally Approved *See Comments.* ☐ Not Approved *See Comments.*	➤	

Comments

Program	PUBLIC LIBRARY SYSTEM 2019 ANNUAL PROGRAM BUDGET				
Program	**2019 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	$80,661	$0	$0	$855,994	
2. OWLS	$123,510	$0	$0	$5,000	
3.					
4. Electronic Resources	$79,605		$50,000	$48,148	
Program Total	$283,776	$0	$50,000	$909,142	$1,242,918
Continuing Education and Consulting Service*					
1. CE & Consulting	$33,215	$0	$0	$0	
2.					
Program Total	$33,215	$0	$0	$0	$33,215
Delivery Services	$96,839	$0	$0	$37,588	$134,427
Library Services to Special Users	$10,823	$0	$0	$0	$10,823
Library Collection Development	$0	$0	$0	$0	$0
Direct Payment to Members for Nonresident Access	$0	$0	$0	$2,814,532	$2,814,532
Direct Nonresident Access Payments Across System Borders	$5,000	$0	$0	$418,446	$423,446
Library Services to Youth	$50,194	$0	$0	$0	$50,194
Public Information	$60,940	$0	$0	$4,000	$64,940
Administration	$107,193	$9,000	$0	$500	$116,693
Subtotal	$330,989	$9,000	$0	$3,275,066	$3,615,055
Other System Programs					
1.					$0
2.					$0
Program Total	$0	$0	$0	$0	$0
Grand Totals	$647,980	$9,000	$50,000	$4,184,208	$4,891,188

* These programs may be divided into subprograms at the discretion of the system. If choosing not to use subprograms, enter amounts on line 1.
Line 4 is reserved for the amounts budgeted for electronic resources (see Program Budget Guidelines).