Wisconsin Department of Public Instruction
**PUBLIC LIBRARY SYSTEM PLAN AND CERTIFICATION OF INTENT TO COMPLY CALENDAR YEAR 2022**
PI-2446 (Rev. 06-21)

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

| | GENERAL INFORMATION | |
|---|---|---|

Library System

Outagamie Waupaca Library System

Describe significant needs, opportunities, and challenges that influenced the development of this and other system plans.

The development of the 2022 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 2022 issues and priorities are described below.

**Technology Services**

OWLS Technology and Resource Sharing Plan: 2021-2024 contains 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 priorities identified in this plan have informed the 2022 System Plan.

**Resource Sharing and Delivery**

OWLS and OWLSnet member libraries support the launch of delivery pilot projects to increase equity of access to rapid, efficent delivery services as recommended in the PLSR report. Toward this end, OWLS will work with NFLS over the next few years to explore the feasibility of a regional delivery hub.

**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. 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 achieved this level during the 2014 budget cycle and have subsequently maintained funding at 100% of the formula except for 2021, when Outagamie County dropped to 97.5%. In 2019, Waupaca County and Outagamie County approved new library service plans for 2020-2024. The plans include reimbursement for electronic circulation. Both counties are projected to fund at 100% of the formula in 2022.

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 2015-2021. 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 means that the Marion and Clintonville libraries are now 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. An intersystem agreement with NFLS provides compensation for a portion of this service.

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 and increasing 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.

| GENERAL INFORMATION (cont'd.) |
|---|

**Future of Wisconsin Library Systems**

Since 2013, OWLS has participated in or monitored 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.

OWLS is a participant in the NEWI regional continuing education service, the statewide backup collaboration, and the statewide technology buying pool. We will continue to look for opportunities to expand collaboration.

**Financial Position**

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 and 2019, it was offset by a decrease in LSTA funding for system technology. Many library systems have struggled for several years and have had to cut services to their member libraries. OWLS has made cuts in some programs to maintain core services. Through attrition, staffing has been reduced by one professional position and one support position.

OWLS has been a tenant in the Appleton Public Library building for four decades. When construction begins on their new building in 2022, OWLS will move to a new location. Our space needs have changed considerably now that most staff work remotely, and our ILS is hosted by the vendor. Despite a smaller footprint, it is likely that our facilities costs will increase.

The significant increase in state aid to public library systems in 2022-2023 will enable OWLS to maintain current services and restore staffing levels in some areas without increasing library fees for 2022.

While the system's financial position appears to be secure for 2022, OWLS may face significant financial challenges in the future. In 2022, 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 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), places the system aids in further jeopardy because some officials and industry groups don't believe this is an appropriate use of the Fund. The ongoing impact of the COVID-19 pandemic on municipal, county, and state revenues in 2022 is also of concern.

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Did the library system consult member libraries in the development of this plan?

☐ No, the library system did not include member libraries in the development of this plan.

☒ Yes, the library system included member libraries in the development of this plan.

**If yes, describe the planning environment and process for this system plan. Include how member libraries are involved in plan development and review:**

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.

In 2021 OWLS has conducted monthly meetings of member directors. Many of the priorities outlined in this plan were derived from those discussions.

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 (cont.) | |
|---|---|---|

Does the library system have a formally appointed advisory committee under Wis. Stat. § 43.17(2m)?

☒ No, the library system does not have a formally appointed advisory committee.

☐ Yes, the library system has a formally appointed advisory committee.

**If the system appoints an advisory committee under Wis. Stat. § 43.17(2m), describe how the system makes appointments, posts meetings, and how the advisory committee reports to the library system board. Include a list of any additional system planning documents with the period covered and attach any planning documents which have not previously been provided to the Division:**

| | 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 **2022**. 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**

☒ Wis. Stat. § 43.24(2)(a) Written agreements that comply with Wis. Stat. § 43.15(4)(c)4 with all member libraries.

☒ The system will provide a sample copy of the agreement with a list of all members signing and the dates signed to the Division by January 15. (The system does not need to file multiple copies of the same agreement; only a sample copy of each type of agreement is necessary.)

**If the system is providing the sample copy and list of members signing through a publicly available webpage, provide the URL here:**

**Resource Library Agreement**

☒ Wis. Stat. § 43.24(2)(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.

☒ The system will provide a signed copy of the resource library agreement to the Division by January 15.

**If the system is providing the resource library agreement through a publicly available webpage, provide the URL here:**

**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 maintains 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 provide member libraries and their patrons with access to the other area library catalogs via InfoSoup.
- OWLS uses WISCAT to provide resource sharing for our member libraries. OWLS staff provide support and training for using the service while member libraries manage their own requests to and from WISCAT.
- OWLS and NFLS provide OWLSnet members with access to electronic resources including Ancestry Library Edition, Tumblebooks, and Newspaper Archive.
- OWLS and NFLS monitor and make recommendations for addressing any resource sharing inequities that may emerge between systems or between member libraries.
- OWLS maintains PC time management and print management solutions for public access PCs and wireless devices in the library.
- OWLS will continue to improve ILS workflows and roll out new features.
- Following the implementation of Bibliocommons in 2021, OWLS will continue to maintain and improve the InfoSoup public access catalog.
- OWLS will monitor total network bandwidth usage and upgrade individual libraries with 50MG connections as needed.
- OWLS will continue to facilitate multitype collaboration by continuing some services previously provided by the Fox Valley Library Council, such as insurance for courtesy cards
- In the fourth quarter of 2021, OWLS will implement an authority control service to improve bibliographic data quality and catalog search results.

| | ASSURANCES (cont'd) | |

**Indicate new or priority activities relating to this requirement for the plan year (i*f none, indicate so):***

- OWLS will allocate some of our state aid increase to reorganize and increase technology staffing in anticipation of one or more retirements in 2022.
- OWLS will implement either a data dashboard or automated address verification in 2022, depending upon software development completed by the vendors.

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**Inservice Training**

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

The Division interprets inservice training to incorporate a range of in-person and virtual professional learning opportunities.

**List ongoing activities related to this requirement.**

- OWLS provides orientation and training for new library directors.
- OWLS provides training or consultation to staff of member libraries in the effective use of system-provided electronic information resources, software, and other technologies.
- OWLS provides a limited number of scholarships for librarians, staff, and trustees to attend workshops and conferences.
- OWLS validates and maintain librarian certification records.
- Through the NEWI regional CE agreement, OWLS offers 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 develops training for library staff and patrons on using the ILS and discovery layer.

**Indicate new or priority activities relating to this requirement for the plan year (if none, indicate so):**

- No new goals

**Identify the names and email addresses of professional learning staff employed by the system for professional learning services:**

NEWI staff support at OWLS: Liz Kauth, lkauth@owlsweb.org
CE Validator: Bradley Shipps, bshipps@owlsweb.org

**If the system contracts with another system or entity to plan and conduct professional learning services, list that system or entity and provide a link to, or copy of, the current agreement:**

OWLS, NFLS, MCLS have contracted with Winnefox to provide CE to the entire NEWI region in 2020-2022. Joy Schwarz at Winnefox is the primary CE coordinator: schwarz@winnefox.org

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**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 contracts with a vendor to provide five day a week delivery service to all member libraries.
- OWLS participates in the statewide delivery service operated by the South Central Library System.
- OWLS monitors delivery volume and implements any necessary adjustments or modifications to the delivery service.
- OWLS utilizes email, web postings, and Net Support Notify software as its primary methods for rapidly disseminating information to member libraries.
- OWLS relies on OWLSnet.org and OWLSweb.org, the system websites, to provide a rich variety of relevant content and links helpful to library staff and trustees.
- OWLS provides web design and hosting services to facilitate the electronic delivery of information from members to their constituents.
- OWLS staff 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*):**

- OWLS will be moving to a new facility in 2022 which will cause changes in delivery volume, staffing, and procedures.
- OWLS will explore the possibility of moving materials sorting from the vendor back to OWLS.

**ASSURANCES (cont'd)**

**Service Agreements**

☒ Wis. Stat. § 43.24(2)(g) Service agreements with all adjacent library systems.

☒ The system will provide a copy of the agreements to the Division by January 15. The agreements with adjacent systems – including consulting agreements, consortium agreements, etc. – must include a list of all systems signing the agreement.

**If the system is providing the service agreements through a publicly available webpage, provide the URL here:**

**If the system is providing the service agreements through a publicly available webpage, provide a brief description of the types and number of agreements here:**

**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. The system will provide a copy of the agreement with a list of all signing libraries to the Division by January 15.

**If the system is providing the agreements with other types of libraries through a publicly available webpage, provide the URL here:**

**If the system is providing the agreements with other types of libraries through a publicly available webpage, provide a brief description of the types and number of agreements here:**

**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.

☒ The system will provide the current plan for library technology and resource sharing to the Division by January 1, 2022, if the system amended the plan since last submitting it to the Division or if the plan on file with the Division is no longer valid. See the Library System Technology and Resource Sharing plan webpage for the most current version of the system library technology and resource sharing plan.

**If the system is providing the current technology and resource sharing plan through a publicly available webpage, provide the URL here:**

**Is the plan current and comprehensive for the technology and resource sharing services the system provides?**

☒ Yes, the library system technology and resource sharing plan is current and comprehensive for the technology and resource sharing services the system provides.

☐ No, the library system technology and resource sharing plan is not current or comprehensive for the technology and resource sharing services the system provides or will provide.

**If no, describe what the system has added, changed, or eliminated from the plan in effect (and describe how the changes were reviewed with member libraries and approved by the system board):**

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

In 2022, OWLS will conduct a joint strategic planning process with NFLS.

|  | **ASSURANCES (cont'd)** | |

**Professional Consultation**

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

**Identify consultants, specific service areas, and related activities. If the consultant is employed by a member library, indicate the library and the consultant's title:**

Director Bradley Shipps provides consulting in administration and finance, planning and evaluation, and legal issues. Shipps also administers the new director mentor program.

Library Services Manager Evan Bend provides consulting in web site development, electronic resources, and oversees the Youth Services Liaison and the Inclusive Services Liaison.

OWLSnet Manager Amanda Lee and Circulation Specialist Molly Komp provide consulting in automation, technical services, staff training, and collection development.

Network Manager Dave Bacon and Technology Coordinator Julie Leopold provide consulting in technology services and computer selection and use.

Marketing Coordinator Chad Glamann provides consulting in marketing, PR, and advocacy as well as graphic design services.

Catalog Librarian John Wisneski provides consulting in cataloging best practices.

All members of the OWLS professional team are involved in new director orientation.

Upon request, the OWLS professional team will visit member libraries and provide consulting reports in the areas of general library organization or workflow analysis.

OWLS has provided financial and staff support for the Waupaca Area Public Library (2019), the Clintonville Public Library (2020-2021), and the Neuschafer Community Library in Fremont (2021-22) to participate in the WiLS Strategic Planning Cohort for small libraries.

**Indicate new or priority activities relating to this requirement for the plan year (if no change from current year, indicate *None*):**

OWLS will allocate some of our state aid increase to increase consulting capacity in 2022.

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**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.

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

None

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**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 provides an email discussion list specifically for youth librarians to share information.
- OWLS facilitates the interaction of youth librarians at 3-5 brown bag lunch meetings per year.
- OWLS provides supplementary materials in support of summer library programs, including purchasing a limited amount of the Collaborative SLP materials from Upstart.
- OWLS will offers grants for summer library program performers or other special summer library program activities.

**ASSURANCES (cont'd)**

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

**Public Information and Promotion**

- OWLS provides design and printing services for member libraries and system programs, including bookmarks, resource lists, brochures, signs, forms, logo design, and buttons for a nominal cost.
- OWLS seeks to ensure that all member libraries, especially those with new directors, are aware of the full range of services available to them.
- OWLS provides materials to OWLSnet member libraries to promote the use of InfoSoup.

**Literacy Support**

- OWLS supports the work of Fox Valley Literacy providing grants, printing, delivery of materials to tutors in other communities, and use of mailing facilities and services.

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**Administration**

☒ The system will not expend more than 20 percent of state aid received in the plan year for administration.

☒ The system will submit the 2021 system audit to the Division no later than September 30, 2022.

**Budget**

☒ The system completed and included the budget by service program category and fund source for the plan year (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 2022 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 and Menominee). OWLS also cooperates with other library systems in providing CE opportunities. OWLS provides 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 automation partnership | $100,000 |
| 2.  NEWI CE Agreement | $45,000 |
| 3.  WPLC | $50,000 |
| 4.  Fox Valley Literacy | $4,500 |
| 5.  Recollection Wisconsin | $3,000 |
| 6. | |
| 7. | |
| 8. | |
| 9. | |
| 10. | |
| **Cost Benefit Total** | $202,500 |

## 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 **2022**.

| Name of System Director | Signature of System Director | Date Signed *Mo./Day/Yr.* |
|---|---|---|
| Bradley Shipps | ➤ *Bradley Shipps* 09/27/21 01:14:23 PM PDT | 09/27/2021 |
| Name of System Board President | Signature of System Board President | Date Signed *Mo./Day/Yr.* |
| Diane Forsythe | ➤ *Diane Forsythe* 09/27/21 03:44:18 PM PDT | 09/27/2021 |

## 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

**PUBLIC LIBRARY SYSTEM 2022
ANNUAL PROGRAM BUDGET**

| Program | 2022 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 | $166,532 | $0 | $0 | $819,089 | |
| 2. OWLS | $122,643 | $0 | $0 | $5,000 | |
| 3. Recollection Wisconsin | $0 | $0 | $75,000 | $0 | |
| 4. | | | | | |
| 5. Electronic Resources | $19,184 | $0 | $0 | $115,261 | |
| **Program Total** | $308,359 | $0 | $75,000 | $939,350 | $1,322,709 |
| **Professional Learning and Consulting Service*** | | | | | |
| 1. CE & Consulting | $78,117 | $0 | $0 | $0 | |
| 2. | | | | | |
| **Program Total** | $78,117 | $0 | $0 | $0 | $78,117 |
| | | | | | |
| **Delivery Services** | $125,128 | $0 | $0 | $31,000 | $156,128 |
| **Inclusive Services** | $16,410 | $0 | $0 | $0 | $16,410 |
| **Library Collection Development** | $0 | $0 | $0 | $0 | $0 |
| **Direct Payment to Members for Nonresident Access** | $0 | $0 | $0 | $2,991,996 | $2,991,996 |
| **Direct Nonresident Access Payments Across System Borders** | $8,400 | $0 | $0 | $344,699 | $353,099 |
| **Youth Services** | $41,253 | $0 | $0 | $0 | $41,253 |
| **Public Information** | $52,803 | $0 | $0 | $3,000 | $55,803 |
| **Administration** | $118,674 | $4,000 | $0 | $500 | $123,174 |
| **Subtotal** | $362,668 | $4,000 | $0 | $3,371,195 | $3,737,863 |
| **Other System Programs** | | | | | |
| 1. | | | | | $0 |
| | | | | | $0 |
| **Program Total** | $0 | $0 | $0 | $0 | $0 |
| **Grand Totals** | $749,144 | $4,000 | $75,000 | $4,310,545 | $5,138,689 |

*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 5 is reserved for the amounts budgeted for electronic resources (see program budget guidelines).

# ⭐ DocMagic

## DocMagic eSign Certificate

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| **eSign Id:** | 81490121 | **Reference Id:** | OWLS System Plan 2022 | **From:** | BRADLEY SHIPPS | **Status:** | Signed |
| **Documents Type:** | CUSTOM REQUEST | **Loan Id:** | Custom_Request | **Documents:** | 1 | **Signatures:** | Y |

## List of Signers

| Name/Email | Signature | Created Date | Started Date | Consented Date | Viewed Date | Completed Date |
|---|---|---|---|---|---|---|
| DIANE FORSYTHE<br>dforsythe@bricktonmortgage.com | *Diane Forsythe* | 09/27/21<br>01:09:46 PM | 09/27/21<br>03:43:02 PM | 09/27/21<br>03:43:07 PM | 09/27/21<br>03:43:13 PM | 09/27/21<br>03:44:18 PM |
| BRADLEY SHIPPS<br>bshipps@owlsweb.org | *Bradley Shipps* | 09/27/21<br>01:09:46 PM | 09/27/21<br>01:13:27 PM | 09/27/21<br>01:13:33 PM | 09/27/21<br>01:13:50 PM | 09/27/21<br>01:14:23 PM |

## Audit Log

| Date/Time | Person | IP Address | Action |
|---|---|---|---|
| 09/27/21 01:09:46 PM | SYSTEM USER | | eSign event created |
| 09/27/21 01:12:40 PM | DIANE FORSYTHE | 65.25.221.18 | Invitation sent to dforsythe@bricktonmortgage.com |
| 09/27/21 01:12:40 PM | BRADLEY SHIPPS | 65.25.221.18 | Invitation sent to bshipps@owlsweb.org |
| 09/27/21 01:13:27 PM | BRADLEY SHIPPS | 65.25.221.18 | eSign event started |
| 09/27/21 01:13:33 PM | BRADLEY SHIPPS | 65.25.221.18 | Consented to DocMagic eSign |
| 09/27/21 01:13:49 PM | BRADLEY SHIPPS | 65.25.221.18 | Approved electronic representation of signature - "Bradley Shipps" |
| 09/27/21 01:13:50 PM | BRADLEY SHIPPS | 65.25.221.18 | Disclosure version 1 prepared on September 27, 2021, 1:09 pm PDT displayed |
| 09/27/21 01:14:23 PM | BRADLEY SHIPPS | 65.25.221.18 | eSign event signing complete |
| 09/27/21 01:14:23 PM | BRADLEY SHIPPS | 65.25.221.18 | OWLS 2022 f2446 signed by Bradley Shipps |
| 09/27/21 03:43:02 PM | DIANE FORSYTHE | 71.13.19.162 | eSign event started |
| 09/27/21 03:43:07 PM | DIANE FORSYTHE | 71.13.19.162 | Consented to DocMagic eSign |
| 09/27/21 03:43:13 PM | DIANE FORSYTHE | 71.13.19.162 | Approved electronic representation of signature - "Diane Forsythe" |
| 09/27/21 03:43:13 PM | DIANE FORSYTHE | 71.13.19.162 | Disclosure version 1 prepared on September 27, 2021, 1:09 pm PDT displayed |
| 09/27/21 03:44:18 PM | DIANE FORSYTHE | 71.13.19.162 | eSign event signing complete |
| 09/27/21 03:44:18 PM | DIANE FORSYTHE | 71.13.19.162 | OWLS 2022 f2446 signed by Diane Forsythe |
| 09/27/21 03:44:19 PM | SYSTEM USER | | eSign event completed |
| 09/27/21 03:44:20 PM | SYSTEM USER | | eSign Documents delivered |

## List of Documents

| Document Name | Page(s) | Mark(s) | Signer(s) |
|---|---|---|---|
| OWLS 2022 F2446 | 9 | 4 | 2 |