

Notice

Milwaukee County
Federated Library System
Library Directors Advisory Council

Regular Meeting
Thursday, August 5th, 2021
10:00 AM – 12:00 PM

This meeting will be held:

In- Person at
Greendale Public Library
5647 Broad Street
Greendale, WI 53129

Online at
Meeting URL: [CLICK HERE](#)
Meeting ID: 861 1081 1975
Passcode: T7Qjp86K

Agenda

The LDAC reserves the right to take action on any of the items listed below.

1. Call to order
2. Additional agenda items/adoption of agenda
3. Approval of minutes for the June 3rd, 2021 LDAC meeting

Action [Attachment A](#)

Topics Requiring Action or Discussion

4. Member library updates related to COVID-19
 - a. Masking within libraries

5. 2022 Member Costs/Funding
 - a. Results of System Funding Survey
 - b. 2022 MCFLS Member Costs
 - c. Interest in continuing Brainfuse or possible subscription to Gale Udem

[Attachment B](#)

Technology.

6. MARC records for unique Advantage titles
7. MCFLS Helpdesk Support
 - a. New ticketing system
 - b. Technical Assistance and Billing for Member Libraries
8. Sierra settings
 - a. Reinstatement of 7 Day Overdue Notices
 - b. Settings for max checkout of DVDs and CDs at 30 items

[Attachment C](#)

Informational reports.

9. New MCFLS Public Information Coordinator
10. SEWI Continuing Education annual meeting report
11. Revision to MCFLS Telecommuting policy
12. Infopass Update

[Attachment D](#)

[Attachment E](#)

Additional Business

Member Library Updates

Sub-committee agendas and minutes

Circulation Services—Agenda and minutes available at <https://mcfls.libguides.com/circulation/meetings>

Youth Services—Agenda and minutes available at <https://mcfls.libguides.com/youth/meetings>

Young Adult Services—Agenda and minutes available at <https://mcfls.libguides.com/youth/yameetings>

Adult and Reference Services—Agenda and minutes available at <https://mcfls.libguides.com/adult/meetings>

Next Meeting

Scheduled for Thursday, September 2nd, 2021 at 10 am via Zoom and in-person at the Oak Creek Public Library.

Milwaukee County Federated Library System
Library Directors Advisory Council
Regular Monthly Meeting held Thursday, June 3, 2021
Online Zoom Meeting

Present: Jill Lininger, Chair, Oak Creek Public Library
Annie Bahringer, North Shore Library
Rachel Collins, Shorewood Public Library
Amy Krahn, St. Francis Public Library
Pat Laughlin, Hales Corners Public Library
Pete Loeffel, Wauwatosa Public Library
Tristan Marshall, South Milwaukee Public Library
Sheila O'Brien, Greenfield Public Library
Judy Pinger, Milwaukee Public Library
Anne Rasmussen, Milwaukee Public Library
Nyama Reed, Whitefish Bay Public
Rebecca Roepke, Cudahy Family Library
Brian Van Klooster, Greendale Public Library

MCFLS Staff: Steve Hesel, Director
Judy Kaniasty, Business Manager
Jen Schmidt, Library Systems Administrator

Call to Order. Chair Lininger called the regularly scheduled monthly meeting of the Milwaukee County Federated Library System Board of Trustees' Library Directors Advisory Council to order at 9:03 a.m.

Additional Agenda Items/Adoption of Agenda. Chair Lininger inquired whether there were any additions to the agenda and the following suggestions were made:

- Explorer Pass Program/Pat Laughlin
- Running Virtual Meetings Information Sharing/Rachel Collins

Judy Pinger moved and Brian Van Klooster seconded a motion to approve the agenda as modified with the suggested topics added. Unanimously approved.

Approval of Minutes for the April 15, 2021 LDAC Meeting. Chair Lininger referred to the minutes of the April 15, 2021 meeting which are shown as Attachment A of the agenda packet. Hearing no corrections to the minutes, Amy Krahn moved and Rachel Collins seconded a motion to approve the minutes as presented. Unanimously approved.

TOPICS REQUIRING ACTION OR DISCUSSION

Proposed 2022 OverDrive Costs for Members. Steve Hesel reviewed Attachment B of the agenda packet which has not yet been approved by the WPLC Board but it will be on the agenda for their next meeting. Since all library systems in the State are now participating, the cost to MCFLS is reduced from 2021's costs which was reduced from 2020 rates. Steve did note that the WPLC did pass an increase of 5% for 2022 for the Buying Pool amount which MCFLS did not vote to do, but with that \$7,000 increase MCFLS will still experience an overall decrease in OverDrive costs for 2022.

On a somewhat related topic, Steve Hesel reported that OverDrive Advantage titles that were added in 2021 with MPL funds for special collections are not in the Statewide Collection and only have market express MARC records which are not what MCFLS prefers to be added to our catalog and the cost is \$1.50 per title so that cost could be large; Steve wonders whether applying those costs towards the \$16,048 that MCFLS has from the WPLC buying pool should be considered as a source to pay for those costs or another source be used? MCFLS is working with MPL on this matter and seeking a quote for those records. Pat Laughlin suggested that those cataloging costs be kept separate and that Advantage funds not be used for that purpose. Rachel Collins stated she would be curious as to how other Systems are handling this type of situation and also questioned what, if any reimbursement could be seen if other Systems do aid the titles later. Steve Hesel will do some research and report back to the LDAC on this matter.

Rachel Collins asked for feedback on how patrons are feeling about Libby and the amount of content available. Jen Schmidt reported that her sense is that patrons like the smartphone access. Pat Laughlin noted usage statistics are up.

DPI Updates. Steve Hesel noted that Michael Dennison, Annual Report expert and grants administrator, is leaving June 18th to take a job in a different department.

- a. Emergency Connectivity Fund (ECF) Discussion. Steve Hesel referred to the agenda which contains website links to DPI Notes pertaining to the matter and webinar slides from the May 26th meeting for informational purposes. Steve noted that the funding comes with a required statement of need documentation from patrons declaring their need for educational purposes for using the equipment and those forms along with usage records need to be kept for ten years. The usage records can easily be saved by MCFLS. CIPA compliance by libraries receiving erate funding or use WISNET BadgerNet for internet service is a big issue and he hopes to receive some clarification on that topic shortly. Since there is no rules on how to determine the number of devices a library or System can apply for and that the statement of reasonable may be confusing, he mentioned that MPL used the poverty rate for their hotspot program and another possible source could be bandwidth rates that the Wisconsin Policy Forum published recently which contains charts reflecting children without internet.
- b. Where is the Interest Level in Making a System-Wide Application? Steve Hesel inquired whether there was interest in MCFLS applying for funds on behalf of the members for either laptops or hotspots considering the scope and regulations as we know them to be. Jill Lininger question how would a system-wide hotspot program be managed, if that were of interest? Steve Hesel responded that such a program would require much maintenance and MCFLS just does not have the staffing to undertake such a program but member libraries could possibly manage their own program based on the size of their need and staff time available and many LDAC members voiced that they also did not have staff capacity. Steve commented that perhaps MCFLS wait until the possibility of a second wave of funding to see how other libraries and Systems are handling things. Questions and concerns about the need for a poverty statement and loss rate issues/staff time/necessary accessories for laptops.

LDAC Meetings.

- a. Hybrid Meetings Starting August; Need a Meeting Location for August 5th. Chair Lininger noted that she will be on vacation for the next LDAC meeting to be held on August 5 and she is looking for a library location to serve as a hybrid site. Brian VanKlooster offered

Greendale to host as long as the meeting is done by noon. Tristan Marshall agreed to chair that meeting. Chair Lininger thanked Brian VanKlooster and Tristan Marshall for their willingness to assist. Discussion ensued regarding virtual vs. in-person meetings and while a number of directors prefer virtual for the ease and time-saving aspects, the sense of networking, community and the ability to see other libraries is important. Steve Hesel suggested holding the hybrid format for the remainder of 2021 LDAC meetings and a decision made on 2022 later in the year. Nyama Reed suggested in-person quarterly meetings and the rest virtual as an option to consider.

- b. Results of Poll Regarding a Possible Change to Meeting Time for Regular Meetings (first Thursday). Chair Lininger referred to the recent poll regarding future LDAC meeting times, which is shown as Attachment C of the agenda packet which shows that 10am on the first Thursday of the month works best for the most LDAC members. Nyama Reed moved and Amy Krahn seconded a motion to change the time of future LDAC meetings to 10:00 a.m. on the first Thursday of each month from this day forward. Unanimously approved.

TECHNOLOGY

MPL Chromebook Project. Judy Pinger reported that MPL purchased 390 Acer Chromebooks with CARES Act Grant funding and they will be circulating them to county-wide patrons by the end of June to patrons that pick up and deliver them back to their owning libraries during a 2-3 month pilot project; the units will not go through the delivery system and they are non-holdable. Each MPL location will have 25 units and Center Street, Atkinson, Martin Luther King and Mitchell Street will have an additional 16 units. The Chromebooks will be cataloged and all equipment will be bagged together. A one-time agreement will be required for the three-week checkout. Since the equipment needs to be CIPA compliant, that is the last piece being figured out before the program begins. Patrons will need internet access and these units will not be circulating with a hot spot.

CollectionHQ. Steve Hesel noted that annual renewal is in August at a cost of \$45,000 and while those funds are allocated (\$25,000) in the MCFLS budget and \$19,000 by MPL, he wonders what the interest level is by member libraries for continuing for another year? Attachment D of the agenda packet reflects the number of reports run by member libraries. A few libraries have used the resource for collection development and find the usefulness of the tool not necessary, however others made comments that training on how to use the product would be useful as well as sharing different reports between directors would be welcome to see how others use the data. Rachel Collins is disappointed that the sales rep didn't keep more engaged asking if additional training would be desired. Steve Hesel recommended that the product be renewed in August for another year and that more training and awareness be devoted during that time so the decision whether to renew next August will be better informed. Brian VanKlooster moved and Rachel Collins seconded a motion to renew CollectionHQ for another year and that this topic be discussed at the February, 2022 LDAC meeting to review use and potential funding options. Unanimously approved.

System-Wide Online Patron Card Renewal Form. Jen Schmidt reviewed the proposed system-wide online patron card renewal form which is shown as Attachment E of the agenda packet. Currently ten member libraries have an online renewal form and a system-wide online renewal option could be available by the end of the month if desired; this online option could be linked to the email that goes out to patrons notifying them their card is up for renewal. Tristan Marshall moved and Rachel Collins seconded a motion to streamline all online patron card renewal forms into one and to promote its use on the monthly emails for card renewals. Unanimously approved.

INFORMATIONAL REPORTS

Legislative Update. Steve Hesper stated he had shared an email earlier this morning that stated that State Aid is moving forward with increases in the next two years for Library Systems; MCFLS is expected to see \$445,000 more in 2022 and another \$220,000 more than that in 2023. Other library related programs will also be seeing increases if all passes, as suspected. The System Aid increases will mean increased reciprocal borrowing amounts and MCFLS's portion towards the cataloging contract will increase which will mean a decrease from member libraries. The LD&L along with Lobbyist Steve Conway have done great work over the years and this funding increase will be a great payoff.

INFOPASS Update. Steve Hesper reported that he and Jen Schmidt attended a meeting with local academic libraries to talk about interest in continuing the INFOPASS program and to consider a solution to the current online form not working due to the WILS interface shutting down. As a last resort, patrons would need to go to the owning library. Academic libraries are concerned about the loss of materials and who is responsible for that—which is the home public library as usual. Another meeting is scheduled for June 15 to discuss simplifying the process; WILS suggests creating a dummy record in the ILS for accountability and perhaps a Memo of Understanding will be helpful.

ILS Review Progress Report and Timeline. Jen Schmidt reviewed the timeline for the ILS review which is shown as Attachment F of the agenda packet and explained that the reason the review is being done is because it is part of the Strategic Plan, annual maintenance costs are expensive and there are some shortcomings in the current software. Jen was thanked for her work on this important and complex task.

ADDITIONAL BUSINESS

Explorer Pass Program. Pat Laughlin reported that a number of member libraries are offering Milwaukee County Zoo Explorer Passes to their local residents and she wonders whether MCFLS would be willing to coordinate system wide? It was noted that many other cultural organizations also offer passes which could also be of interest to member libraries. It was noted that the Bridges Library System does coordinate for their members so they may have processes in place that could be informational to MCFLS. Steve Hesper noted he would look into this matter and report back to the LDAC.

Running Virtual Meetings Information Sharing. Rachel Collins reported that Shorewood plans to continue offering virtual meetings for a couple months and she welcomes recommendations and ideas on running effective virtual meetings. Sheila O'Brien suggested Zoom Room, whereby you can purchase a kit containing all of the equipment you would need or they can work with what you might have and enhance with what they feel would make your meetings best; they have subscription products too. Steve Hesper noted that he is looking at a device that MCFLS Network Administrator Eric Henry suggested and he will report back on that; he also notes that table top microphones for each speaker are most effective and added that DPI suggests using Zoom on a screen for interactive purposes.

MEMBER LIBRARY UPDATES

Oak Creek – Slowly reopening all services; study rooms will open after school is out; offering virtual programming and a planning a few Fall in-person programs.

Hales Corners – The popular magazine exchange table is back; Tech One-on-One will start up again in July and will be offered every week. In-person adult program and senior programs will resume after the vaccine clinics end, so at some point during the summer

Shorewood – The mask mandate ended but is extended at the library until June 10. Onboarding a new Virtual Engagement Librarian.

Whitefish Bay – Require masks through this week. Expanded hours in evenings and increasing capacity with hope of being at 100% by Fall but can resort back to require masks if there is a surge in COVID.

North Shore – Mask requirement ends June 14; in-person programs are planned beginning in September. Regular hours resume, adding more furniture and computers for public use.

Greendale – Mask mandate ends June 8; in-person programs will be held outside. A “step up for your library” table sponsored by the Friends will be staffed at festivals to gather feedback for legislators.

Milwaukee – Quarantining of materials ended at the branches. Browsing begins at the branches June 7 and will begin at Central at the end of Summer. City of Milwaukee mask mandate ended but governmental buildings still require masks, so that includes libraries. Outdoor in-person programs are planned and pop-up vaccine clinics are set for 3 library locations.

Greenfield – City mask mandate ended but the Library Board voted to extend it and will consider on a monthly basis when to end based on staff and public input. Quarantining ended and almost at full hours open; adding furniture.

South Milwaukee – Hours are being extended gradually adding more evening hours. Will look at the ending of the mask mandate at the end of June. No quarantining and adding more furniture. Starting a board game collection. Looking to partner with school district re citizenship and how the library can help.

St. Francis- Almost at full hours. There is still a mask mandate in the library. Adding more furniture and opened two study rooms. Virtual programming continues with a few outside kid’s programs planned. Tough for staff to go back to normal.

Cudahy – The Board will discuss on June 12 regarding reopening issues. Masks are strongly recommended. Outside programs are planned. Meeting rooms at 75% capacity and more furniture has been added. Goal is to try and get back to full hours by September 1.

SUB-COMMITTEE AGENDAS AND MINUTES. Links were provided to access Circulation Services, Youth Services, Young Adult Services and Adult & Reference Services agendas and minutes.

NEXT MEETING. Scheduled for Thursday, August 5, 2021.

ADJOURNMENT. With no further business to be addressed, Nyama Reed moved and Brian Van Klooster seconded a motion to adjourn the meeting at 11:28 a.m. Unanimously approved.

Results of MCFLS Expenditure Survey

Summary

The survey was completed by 23 respondents.

I weighted scores for Moderate and High Priority activities to identify options that appeared to have greater interest. If options have the same total points, those with higher priority were ranked above others.

- Moderate priority scores were multiplied by 1
- High priority scores were multiplied by 2

Example:

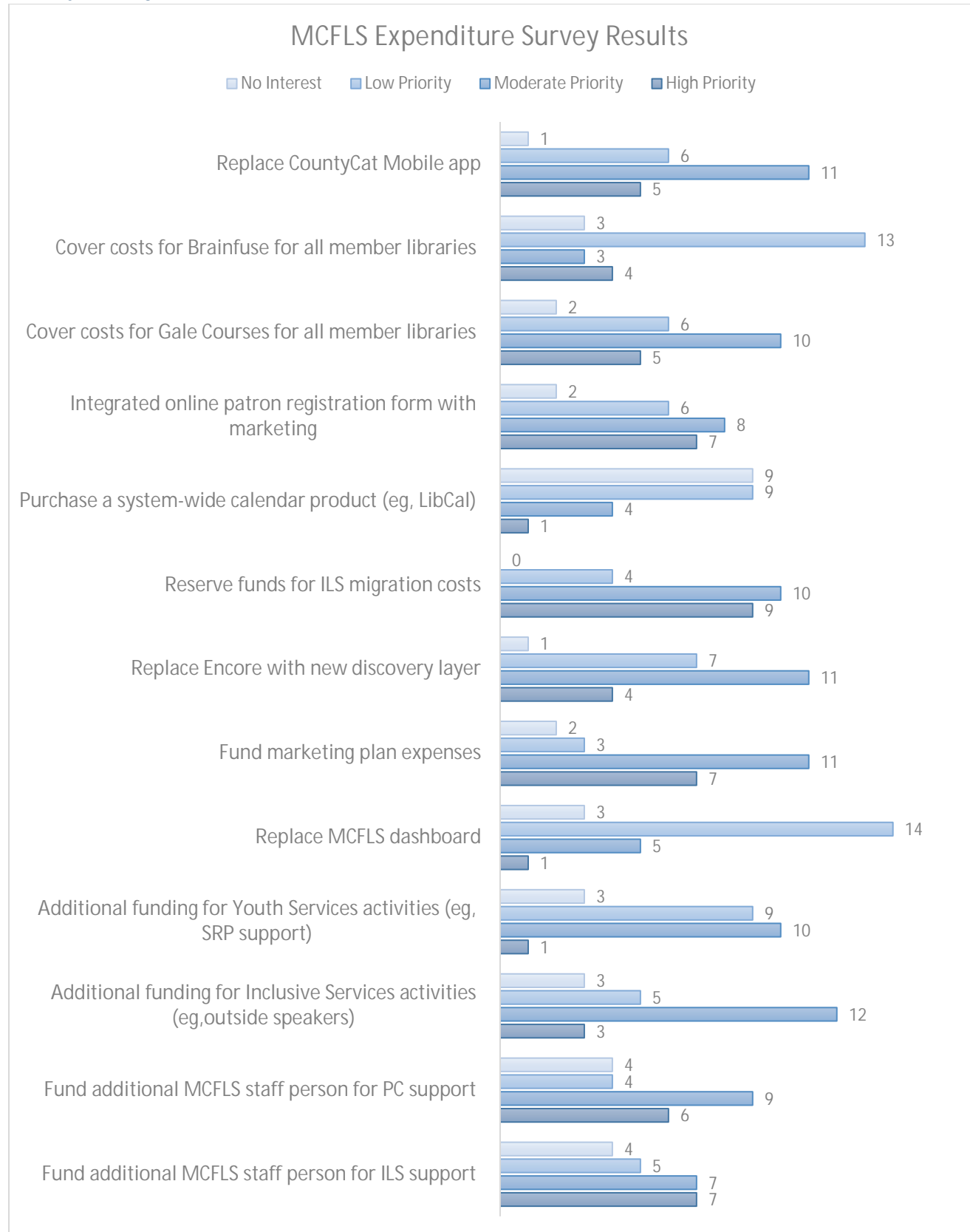
Reserve funds for ILS migration costs. Moderate priority (10 x 1) = 10 + High priority (9 x 2) = 18
Total Points = 28

Funding option	Moderate Priority	High Priority	Total Points
Reserve funds for ILS migration costs	10	9	28
Fund marketing plan expenses	11	7	25
Integrated online patron registration form with marketing	8	7	22
Fund additional MCFLS staff person for ILS support	7	7	21
Fund additional MCFLS staff person for PC support	9	6	21
Replace CountyCat Mobile App	11	5	21
Cover costs for Gale Courses for all member libraries	10	5	20
Replace Encore with new discovery layer	11	4	19
Additional funding for Inclusive Services activities	12	3	18
Additional funding for Youth Services activities	10	1	12
Cover costs for Brainfuse for all member libraries	3	4	11
Replace MCFLS Dashboard	5	1	7
Purchase a system-wide calendar product	4	1	6

Identity

Response	Number of Submissions	% of Overall Submissions
MCFLS Trustee	4	17.39%
LDAC Representative	14	60.87%
MCFLS Staff	5	21.74%
Total	23	100.00%

Priority ranking



Other Suggestions

Suggestion	Priority
R&D and potential implementation for Universal Virtual Patron Account and Program Attendance scan-in technology for collecting demographic and address data	High
Reverse the percentage reductions in Reciprocal Borrowing payments to net lending libraries that have been made in the past several years.	High
Do all in our power to keep library services vital to our residents!	High
Increase Hoopla spending or add Kanopy	Medium
It would be helpful to have resources directed toward MCFLS network security and best practices.	High
Support reciprocal borrowing fees to offset some the continual decrease in this area.	High
Increase reciprocal rate.	High
It's important for MCFLS to continue funding shared electronic resources, but finding the right one(s) is a challenge. I've ranked Gale and Brainfuse Low for that reason, but would change that to High if we had resources that were in constant high demand. Usage is always less than hoped. Perhaps the improvement in marketing of shared resources will address this. When we find the right eresource mix it's key to make it available to everyone in the county equitably.	High
Cover some of the costs (such as cataloging and ILS costs) that are currently being passed on to the member libraries.	High

List anything you would like to see MCFLS not focus on

Suggestion
I strongly prefer that MCFLS not continue to seek funding for additional staffing of its own future services.
If we provide support for online resources, I would like to see an analysis of which communities would benefit from the resources. I feel that many online resources are more widely used by those with higher income levels and better access to the internet and technology, and less widely used in communities with lower income levels and lower access to technology.
MCFLS should not be funding library services in place of municipal responsibilities.
diversity equity inclusion - local libraries can handle this depending on their community needs
As a proponent of phasing out reciprocal borrowing, I would hate to see any of the additional funding added to the pool of reciprocal borrowing money.

Do you have any other comments for MCFLS regarding this topic?

Comment
There has been substantial MCFLS "mission creep" in recent years, which diverts funding away from the front line service providers--the local libraries.
Print materials are not part of this list. I get that it's easy to provide ubiquitous access across the county to electronic materials, but there is a digital divide in our county, and not everyone can take advantage of the e-content. Could we consider giving libraries money for print collections, with the expectation that the collection is made immediately available for lending within MCFLS?
I have more insider information about MCFLS behind the scenes than perhaps other respondents. From my POV I can't emphasize enough how MCFLS could benefit from more staff. Especially when we compare our system staffing to others in the state. I would be very curious to see a one-page comparison of systems - budget, staffing, services offered, customer base, etc.

Library	III Basic Software	III Add-On Software	OCLC	Cataloging	Internet	Shoutbomb Notices	CountyCat Mobile	OverDrive	OverDrive Advantage	OverDrive Magazines	MyPC License	MyPC Server
Brown Deer	\$4,455	\$1,915	\$3,710	\$5,256	\$1,200	\$402	\$250	\$2,272	\$232	\$308	\$286	\$180
Cudahy	\$6,780	\$1,834	\$7,466	\$9,046	\$1,200	\$402	\$500	\$2,707	\$276	\$308	\$286	\$180
Franklin	\$12,378	\$1,114	\$9,367	\$10,964	\$1,200	\$402	\$1,000	\$8,226	\$838	\$616	\$286	\$180
Greendale	\$7,418	\$2,395	\$5,329	\$6,890	\$1,200	\$402	\$500	\$3,659	\$373	\$308	\$286	\$180
Greenfield	\$8,569	\$4,869	\$6,445	\$8,015	\$1,200	\$402	\$1,000	\$5,773	\$588	\$616	\$0	\$0
Hales Corners	\$4,047	\$727	\$4,917	\$6,474	\$1,200	\$402	\$250	\$1,462	\$149	\$308	\$286	\$180
Milwaukee	\$63,143	\$20,295	\$24,724	\$26,461	\$0	\$4,020	\$10,000	\$63,554	\$6,476	\$3,695	\$0	\$0
North Shore	\$9,904	\$1,042	\$4,911	\$6,468	\$1,200	\$402	\$750	\$9,118	\$929	\$616	\$0	\$0
Oak Creek	\$8,465	\$2,880	\$7,191	\$8,768	\$1,200	\$402	\$1,000	\$6,787	\$692	\$616	\$286	\$180
St. Francis	\$4,572	\$708	\$4,991	\$6,548	\$1,200	\$402	\$250	\$1,881	\$192	\$308	\$286	\$180
Shorewood	\$8,887	\$1,805	\$6,550	\$8,121	\$1,200	\$402	\$500	\$5,951	\$606	\$616	\$286	\$180
South Milwaukee	\$6,206	\$1,044	\$6,322	\$7,892	\$1,200	\$402	\$750	\$3,385	\$345	\$308	\$0	\$0
Wauwatosa	\$20,242	\$4,075	\$16,429	\$18,091	\$1,200	\$402	\$1,250	\$16,800	\$1,712	\$924	\$0	\$0
West Allis	\$11,906	\$4,200	\$14,882	\$16,530	\$1,200	\$402	\$1,500	\$8,506	\$867	\$924	\$0	\$0
Whitefish Bay	\$8,745	\$1,035	\$4,103	\$5,652	\$1,200	\$402	\$500	\$7,134	\$727	\$616	\$286	\$180
TOTAL	\$185,717	\$49,938	\$127,336	\$151,176	\$16,800	\$9,648	\$20,000	\$147,215	\$15,000	\$11,084	\$2,575	\$1,620

2022 Projected
Member Library Costs

Library	Ancestry	Mango	Brainfuse	hoopla	Gale Courses	Ecommerce	Telephone Notifications	Milwaukee Mixers	Postage & Forms	Total
Brown Deer	\$0	\$0	\$1,474	\$1,547	\$1,608	\$200	\$57	\$50	\$1,300	\$26,701
Cudahy	\$1,047	\$0	\$2,409	\$1,550	\$452	\$200	\$61	\$50	\$1,100	\$37,852
Franklin	\$1,047	\$1,873	\$0	\$4,680	\$1,079	\$500	\$67	\$50	\$2,000	\$57,867
Greendale	\$1,047	\$0	\$2,169	\$2,126	\$463	\$400	\$69	\$50	\$1,800	\$37,064
Greenfield	\$0	\$0	\$4,097	\$2,832	\$807	\$400	\$74	\$50	\$1,300	\$47,037
Hales Corners	\$1,047	\$0	\$0	\$1,253	\$147	\$100	\$37	\$50	\$1,100	\$24,135
Milwaukee	\$0	\$0	\$0	\$37,665	\$31,000	\$1,500	\$561	\$50	\$17,200	\$310,344
North Shore	\$1,047	\$0	\$0	\$5,242	\$1,030	\$400	\$41	\$50	\$1,600	\$44,750
Oak Creek	\$1,047	\$0	\$4,561	\$3,867	\$2,945	\$300	\$79	\$50	\$2,300	\$53,615
St. Francis	\$1,047	\$0	\$1,225	\$1,106	\$678	\$200	\$28	\$50	\$800	\$26,652
Shorewood	\$1,047	\$1,128	\$2,211	\$3,907	\$1,253	\$500	\$51	\$50	\$1,400	\$46,651
South Milwaukee	\$0	\$0	\$0	\$1,624	\$600	\$200	\$49	\$50	\$1,000	\$31,376
Wauwatosa	\$1,047	\$0	\$2,661	\$10,528	\$1,877	\$700	\$70	\$50	\$2,900	\$100,958
West Allis	\$0	\$0	\$0	\$3,376	\$2,204	\$600	\$175	\$50	\$2,200	\$69,522
Whitefish Bay	\$1,047	\$1,499	\$0	\$3,694	\$858	\$600	\$28	\$50	\$1,000	\$39,355
TOTAL	\$10,465	\$4,500	\$20,807	\$85,000	\$47,000	\$6,800	\$1,450	\$750	\$39,000	\$953,881
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Created by Evan Kimbrell Last updated 1/2020

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- ✓ Understand the platform specific and growth marketing jargon associated with Instagram
- ✓ Use and operate analytics tools like Iconosquare & HypeAuditor
- ✓ Design a cost & time effective content
- ✓ Be able to pick an effective name for their account
- ✓ Create an attractive logo and further optimize their profile bio, name, & call to actions.
- ✓ Analyze and understand why content on other accounts work
- ✓ Research and network with other

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The Business Intelligence Analyst Course 2020

Created by 365 Careers

 4.5 (10,800 ratings)

"This course did a great job of going over the basic knowledge used in today's BI role. It doesn't dive deep into any specific subject covered (statistics, SQL, Tableau, or Python) as you can get specific courses on them, but it does give you a foundation and shows how

PMP Exam Prep Seminar – PMBOK Guide 6

Created by Joseph Phillips

 4.6 (35,915 ratings)

"Initially, I questioned whether an online course would be good enough to prepare me to take this exam. I was very pleasantly surprised. This course is well designed, well structured, and does a wonderful job at introducing concepts at a high level then going back in for a deep dive and detailed

Design Is in the Details: How to Accessorize Like a Pro

Created by Erikka Fogleman

 4.6 (713 ratings)

"THIS COURSE IS AMAZING!!!! I am totally loving the part on mixing metal and wood finishes which has really presented a challenge for me in decorating our new home. This video really covers all aspects of interior design and I am learning so much. I

statistics, SQL, Tableau, and Python are utilized together in the BI environment. Recommend this course!"

explanation. Don't hesitate in choosing this as your PMP review course!"

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Leila Bulling Towne,
Executive Coach

Executive coach and boardroom facilitator for startups and Fortune 500 companies, Leila is the former director of L&D at CNET and a member of Forbes Coaches Council.

Featured top courses:



Sydney Finkelstein, Professor at
Dartmouth College

Professor and director of the Center for Leadership at Dartmouth's Tuck School of Business, Sydney is also a Thinkers50 thought leader, BBC columnist and Harvard Business Review contributor.

Goal Setting at Work: Plan for Success and Reach Your Goals

Emotional Intelligence at Work: Learn from Your Emotions

Average rating: 4.3



Jose Portilla, Data Scientist

Head of Data Science of Pierian Data Inc. Jose provides in-person data science and Python programming training to General Electric, Cigna, New York Times, and Credit Suisse.

Featured top courses:

Python for Data Science and Machine Learning Bootcamp

Complete Python Bootcamp: Go from Zero to Hero in Python 3

Average rating: 4.5

Featured top course:

The Superboss Playbook for Managers

Average rating: 4.4



Angela Yu, iOS Developer and Teacher

Founder of the London App Brewery, a top-rated programming bootcamp. Angela provides in-person mobile development training to Oracle, Salesforce, and Ford.

Featured top course:

iOS 12 & Swift 4.2 – the Complete iOS App Development Bootcamp

Average rating: 4.7

GALE COURSES AND UDEMY ADD-ON BUNDLE Certificate Courses

○ Gale Courses

▪ Certificate Courses

- Certificate in Healthy Aging
- Certificate in Healing Environments for Body, Mind and Spirit
- Certificate in Brain Health
- Certificate in Mindful Relationships
- Certificate in Holistic and Integrative Health: Foundations 1
- Certificate in Holistic and Integrative Health: Foundations 2
- Certificate in Holistic and Integrative Health: Foundations 3
- Certificate in Food, Nutrition, and Health
- Certificate in Nutrition, Chronic Disease and Health Promotion
- Certificate in Violence Prevention and Awareness
- Certificate in End of Life Care
- Certificate in Meditation
- Certificate in Integrative Behavioral Health
- Certificate in Holistic and Integrative Health
- Certificate in Mindfulness
- Certificate in Energy Medicine
- Certificate in Stress Management
- Certificate in Music Therapy and Sound Healing

- Certificate in Infectious Diseases and Infection Control
- Certificate in Legal and Ethical Issues in Healthcare
- Certificate in Perinatal Issues
- Certificate in Wellness and the Environment
- Certificate in Global Healing Systems
- Certificate in Pain Assessment and Management
- Certificate in Gerontology
- Certificate in Starting Your Own Business in Health and Healing
- Certificate in Women's Health Issues
- Certificate in Spirituality, Health, and Healing
- Certificate in Complementary and Integrative Health

○ Gale Presents: Udemy

Over 20 NASBA Continuing Professional Education Credits. Courses on stress management, time management, public speaking, managerial skills, and more to help learners develop skills to enhance their careers.

Top NASBA Continuing Professional Education Credit Courses:

- Emotional Intelligence at Work: Learn from

Your Emotions

- Time Management Mastery: Do More, Stress Less
- Cross-Cultural Communications: How to Flex Your Style
- Goal Setting at Work: Plan for Success and Reach Your Goals
- Mastering Conflict Management and Resolution at Work

Gale Presents: Udemy also offers almost 50 courses that count for PMI Professional Development Units

- PMP Exam Prep Seminar- Pass the PMP on your First Attempt
- Deeply Practical Project Management (Earn 16 PDU's)
- PMP Certification Exam Prep Course 35 PDU Contact Hours/PDU
- Time and Task Management: Time Management Techniques
- Mastering Agile Scrum Project Management



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1



Certification Practice Exams

- Gale Presents: Peterson's Test and Career Prep
 - Accountant/Auditor
 - ACT WorkKeys
 - American Foreign Service Officer
 - Clerical
 - Firefighter
 - Law Enforcement
 - Medical/Nursing
 - Military (ASVAB and AFOQT)
 - Postal
 - Real Estate
 - Social Work
 - Teaching
- Gale Courses
 - Comp TIA Security Certification Prep 1
 - Comp TIA Security Certificate Prep 2
 - Basic CompTIA A+ Certification Prep
 - Advanced Comp TIA A+ Certification Prep
 - CompTIA Network+ Certification Prep
 - Intermediate CompTIA A+ Certification Prep
 - Comp TIA Security +Certification Prep 2
 - Comp TIA Security + Certification Prep 1
 - Project Management Professional (PMP) Prep 1
 - Project management Professional (PMP) Prep 2
 - LPI Linux Essentials Exam Prep
- Gale Presents: Udemy
- IT, PMP, PMI, Teaching, Language Learning, Other (675 results)
 - AWS Certificate Practice Tests
 - Cisco CCNA 200-301 Exam: complete course with practical Labs
 - AWS Certified Cloud Practitioner: 6 Full Practice Exams
 - COBIT 2019 Foundation – Official, accredited
 - PMP Exam Prep Seminar – Pass the PMP on Your First Attempt
 - Scrum Certification Prep +Scrum Master + Agile Scrum Training
 - PMI-ACP Exam Prep for PMBOK 6
 - CAPM Exam Prep Seminar- PMBOK Guide Sixth Edition
 - PMI-ACP Agile Certified Exam Prep – PMI REP 21 PDUs
- PMP Certification: 35pdu Formal PMP Exam Prep- New PMP 2021
- PMP Certification Exam prep course 35 PDU Contact Hours/PDU
- PMP Exam Prep Project Management Professional Certification
- AWS Certified Cloud Practitioner Exam Training 2021
- AZ-204 Developing for Microsoft Azure Exam Prep
- AZ-104 Microsoft Azure Administrator Exam Certification 2021
- AZ-900 Exam-Prep: Microsoft Azure Fundamentals (FEB 2021)
- AZ-303 Azure Architecture Technologies Exam Prep 2021
- AWS Certified Cloud Practitioner 500 Practice Exam Questions
- AWS Certified Solutions Architect Associate Practice Exam
- PMP Exam Cram Session – Update for the 2021 PMP Exam
- Practice Exams: AWS Certified Developer Associate 2021
- Practice Exams: AWS Certified Cloud Practitioner CLF-C01
- Practice Exams: AWS Certified Solutions Architect Associate
- CompTIA CySA+ (CS0-002) Complete Course and Practice Exam
- CompTIA Network +(N10-007) Full Course and Practice Exam
- PMP: The Complete PMP Course and Practice Exam PMI PMBOK6 '20
- Scrum Master Exam Prep
- AWS SageMaker – Certified Machine Learning Specialty Exam
- PMP PMBOK 6 Practice Exams: Set One for PMP Candidates
- PMP Certification v6: 2 PMP Exams and Detailed PMP Math_13pdu
- CompTIA Security+ (SY0-501 & SY0-601) Complete Course and Exam
- AWS Certified Developer Associate Exam Training 2021
- ISTQB Foundation Level 2021 syllabus Exams
- [Newer] AWS Certified Cloud Practitioner FLF-C01
- Certified Developer Associate Practice Exam
- Microsoft AZ-104: Azure Administrator Exam Certification 2020
- ITIL 4 Foundation Practice Certification Exams (6 exams)
- Java Certification: OCA (1Z0-808) Exam Simulation 2021
- CompTIA Pentest+(Ethical Hacking) Course and Practice Exam
- CAPM Certification Ultimate CAPM Exam Prep- 23pdu/c.hrs
- Comp TIA Security + (SY0-501)Practice Exams with Simulations
- Practice Exams AWS Certified Solutions Architect Professional
- PMP Certification PMP Exam Recap- Get your PMP!/14PDUs
- PgMP (Program Management Professional) Exam Prep Course
- Highly Situational PMP 6th Edition Exams (2021) + new ECO
- Practice Exam | AWS Certified DevOps Engineer Professional
- CCNA 2020-CCNA 200-301 exam- a complete guide- Cisco
- AWS Certified Machine Learning Specialty Full Practice Exam
- PMI RMP Exam Preparation Course, 30 Contact Hours for PMI
- MTA 98-366 Network Fundamentals Class and Practice Exam Bundle
- AWS Machine Learning Certificate Certification Exam| Complete Guide
- Practice Exam| AWS Certified Database Specialty
- Oracle Java Certification – Pass the Associate 1Z0-808 Exam
- Forensic Investigator Practice Exam
- HashiCorp Certified: Terraform Associate Practice Exam 2021
- PRINCE2 Foundation Practice Certification Exams (6 Exams)
- Scrum Master Certification Training & PSM1 Sample Exams
- CompTIA A+ (220-1102) Test Prep Exams and Simulations



Gale Courses

- Happy Healthy Pregnancy
 - Helping Elderly Parents
 - Lose weight and keep it off
 - Luscious low fat lightning quick meals
 - Introduction to Natural Health and Healing
 - Start Your Own Edible Garden
 - Handling Medical Emergencies
 - Certificate in Holistic and Integrative Health
 - Certificate in Holistic and Integrative Health: Foundation 1
 - Certificate in Holistic and Integrative Health: Foundation 2
 - Certificate in Holistic and Integrative Health: Foundation 3
 - Certificate in Complementary and Integrative Health
 - Introduction to Natural Health and Healing
 - Certificate in Gerontology
- Gale Presents: Udemy
- Complete Fitness Trainer Certification: Beginner to Advanced
 - Elevate Your Tennis Game: Learn

Health, Wellness, and Fitness

from Champion Andre Agassi

- Nutrition Masterclass: Build Your Perfect Diet and Meal Plan
- Eat Real Food: How to Eat a Whole Food, Plant-Based Diet
- 15 Minutes x 15 Days Yoga Mobility Challenge
- Health Coaching Certification Holistic Wellness Health Coach
- Health Masterclass: How to Transform Your Health & Life
- Site Less Move More- Office Desk Exercise to Improve Posture
- Personal Emergency Planning (Coronavirus – COVID 19 Edition)
- Meal Planning Masterclass: Create Your Own Meal Plan
- 15 Minutes x 15 Days Total Yoga Challenge
- Office Health A-Z – Posture, Ergonomics, Vision, Food & More
- Weight Loss and Nutrition: Lose Fat & Get Your Dream Body
- Yoga for Back Pain Relief & Prevention – Certification Course
- Cook Real Food: How to Make Simple Plant-Based Meals
- Medical Terminology
- Posturecise (Level 1) Create Healthy Posture Habits for Life
- Secrets of Powerful, Peaceful, and Beautiful Tai Chi!
- The Sitting Solutions for the Busy Professional
- Fitness for Beginners
- Lower Back Pain: Relaxation and Therapeutic Exercise
- 15 Minutes x 15 Days Yoga Flexibility Challenge
- 14- Day Yoga Detox and Empowerment Course
- Forward Head Posture Exercises to Improve Appearance & Health
- Tai Chi Made Fun and Easy
- Cancer Biology 101
- 15 minutes x 15 Days Yoga strength Challenge
- Exercise Physiology
- Yoga for Insomnia: 7 Days to Sleep Like a Dream!
- Posturecise (Level 2) – Strengthen, Stretch, Monitor, Correct
- 15 Minutes x 15 Days Yoga Balance Challenge
- Biotechnology: Antibodies & Their Role in Therapeutics
- Value- Based Healthcare: An Introduction (Premium edition)
- COVID-19: CRISPR based diagnosis and Antibody Therapies
- Basic Life Support (BLS)

Mental Health Resources

Gale Presents: Udemy

- Life Coaching Certification Course (Beginner to Advanced)
- Cognitive Behavioral Therapy (CBT) Practitioner Certificate
- Introduction to CBT: Cognitive Behavioral Therapy
- Professional Life Coach Certification PCELC Coach Training
- Advanced Training for Trauma Treatment of Complex PTSD
- Group Life Coaching Certification (Accredited)
- The Complete Mindfulness Course- Enjoy Life in the Present
- Master your brain: Neuroscience for personal development
- Anxiety and Stress
- Stress management: 40+ easy ways to deal with stress
- Time management Mastery: Do more, stress less
- The Stress Detox: A stress management framework for Leaders
- Stress management for business owners, directors & managers
- Assertiveness Basics: The 50-minute Communication Guide Stress Management
- How to Develop Emotional Resilience to Manage Stress
- Manage Workplace Stress and strike a Balance
- Productivity and Time Management for the Overwhelmed
- 15 Minutes x 15 Days Yoga for Stress Relief

Gale Courses

- Marriage and Relationships: Key to Success
- Certificate in Mindful Relationships
- Keys to Effective Communication
- Introduction to Journaling
- Certificate in Stress Management
- Certificate in Mindfulness
- Certificate in Brain Health
- Certificate in Meditation
- Certificate in Integrative Behavior Health
- Certificate in Healing Environments for Body, Mind and Spirit
- Certificate in Spirituality, Health, and Healing



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The Language Learner

- Gale Courses
- Beginning Conversational French
- Conversational Japanese
- Discover Sign Language
- Discover Sign Language II
- Enhancing Language Development in Childhood
- Instant Italian
- Spanish for Law Enforcement
- Spanish for Medical Professionals II
- Spanish in the Classroom
- Speed Spanish
- Speed Spanish II
- Speed Spanish III
- Gale Presents: UdeMy
- 3 Minute French - Course 1-5 | Language lessons for beginners
 - 3 Minute German - Course 1-5 | Language lessons for beginners
 - 3 Minute Italian - Course 1-6 | Language lessons for beginners
 - 3 Minute Portuguese - Course 1-3 | Lessons for beginners
 - 3 Minute Spanish - Course 1-4 | Language lessons for beginners
- • 300+ Phrasal Verbs | Spoken English Vocabulary 4 Conversation
- • 50 English Phrases, Idioms, and Expressions for ESL Students
- • 500+ American Slang | Spoken English Vocabulary Course
- • American English Pronunciation for Beginners
- • Arabic language | The comprehensive course - Learn modern t
- • Beginner Spanish: Practical Tools for Everyday Interactions
- • Building Structures in Italian - Structure 1
- • Building Structures in Italian - Structure 2t
- • Chinese language for beginners : Mandarin Chinese HSK1-HSK3
- • Chinese Made Easy L1: Understand 65% of Chinese in 10 hours
- • Chinese Made Easy L2: Understand 79% of Chinese in 10 hours
- • Conversational Russian for beginners
- • CORE CHINESE 1: Build Up Chinese Foundations by Practice
- • CORE CHINESE 2: Advance to Intermediate Level
- • English for IT Professionals
- • English for job interviews : Pass Job Interview In English†
- • English punctuation made easy
- • English Speaking Course. Speak English Slang & Idioms. ESL.
- • English Speaking Patterns Mastery: Upgrade your English
- • English Vocabulary Launch: Upgrade your speaking
- • ESL English: Understand Native English Speakers, Beginning
- • Essential Business English
- • French for Beginners : Level 1
- • German Made Simple: A Complete Course for Serious Learners
- • German Pronunciation Masterclass
- • Japanese conversation for English speakers
- • Japanese Course for Absolute Beginners (Letters, Alphabet)
- • Japanese In Context - Elementary Japanese Course
- • Learn & Master Sign Language
- • Learn 500 Arabic Words with Flashcards + Grammar Essentials
- • Learn Arabic! Start Speaking Arabic Now!
- • Learn Business English (Professional Language)
- • Learn Dutch ... it, Easy & Fun Speaking Dutch Method 6hrs
- • Learn Dutch ... ch 1: the Dutch language for beginners
- • Learn Dutch ... in Dutch 2: the Dutch language for beginners
- • Learn Italian Language: Complete Italian Course - Beginners
- • Learn Italian Language: Italian Course For Intermediate
- • Learn Japanese for Beginners: The Ultimate 100-Lesson Course
- • Learn Korean for Beginners: The Ultimate 100-Lesson Course
- • Learn the basics of Norwegian language
- • Learn the Maltese language: speak and write Malta's language
- • Learn to Read and Write Arabic For Beginners
- • Master English: 100 Phrasal verbs for IELTS, TOEFL, CAE, FCE
- • Mastering IELTS Speaking: The Express Course
- • Mastering IELTS Writing: Task 1 (Academic)
- • More ESL English: Popular Listening Practice, Intermediate
- • Perfect English Pronunciation: British English
- • Perfect Your British English Accent - English Pronunciation
- • Perfect Your German: Tips & Tricks to Avoid Common Mistakes
- • Practice and Perfect your French - Intermediate Level (HD)
- • Read and Write Japanese: Comprehensive Hiragana and Katakana
- • Serbian 101
- • Spanish for Beginners. The Complete Method. Level 1
- • Spanish Made Simple: Advanced Spanish
- • Spanish Made Simple: Beginner Spanish
- • Spanish: The Most Useful Phrases +300
- • Speak German like a Native: A Practical Conversation Course
- • Speak Thai from Day One - A Complete Beginner's Course
- • The Complete English Grammar Course - Perfect Your English
- • The Complete Spanish Method. Intermediate. Course 1
- • The Complete Spanish Method. Beginner. Course 1
- • The Complete TOEFL iBT Success Course (NEW VERSION)

EMPOWER CHANGE



Tech Support Services for Member Libraries

General Member Library Services

These services are benefits of library system membership and are not billed to the library.

- Remote support and troubleshooting
- Consulting on current technology issues
- Technology planning (i.e. inventory/replacement scheduling, peripheral recommendations, specs, price quotes, etc.)
- Coordinating purchases through State and library system cooperative purchasing opportunities
- Training of library staff on technology-related topics

Technology support services

These services are billed to individual libraries using the structure outlined in the Figure 1 below.

- PC Setup/deployment/maintenance (staff/PAC/public)
- Setup/deployment of peripherals
- Software installation/setup (MyPC/Reboot Restore/anti-virus/etc.)

Figure 1. Billing fees for technology support services

Service	Hourly Rate	15 Minute Exception	Mileage
On-site support	\$58/hour	15 minute minimum charge	Not charged to library

SEWI CE Partners Mid-Year Meeting

Tuesday, July 13, 2021, 2:00 - 3:00 pm

Summary

Attended: Steve Platteter (Arrowhead), Steve Hesper & Jennifer Schmidt (MCFLS), Michelle Eisenhower (Kenosha County), Robert Nitsch (Monarch), Karol Kennedy & Laurie Freund (Bridges). Absent: Steve Ohs (Lakeshores)

Statewide CE Activities: Laurie provided information on several collaborative activities:

- **PLSR Professional Development Calendar:** CE consultants have been working with DPI staff on a statewide CE calendar. A beta calendar may be available in Fall 2021 with a fully functional calendar for use by 2022.
- **Director Certification Manual Work Group:** Laurie is currently serving on this committee, led by DPI, to look at needed revisions to the Wisconsin *Certification Manual for Public Library Directors*. The work group will identify areas of the certification manual that require revision, determine the stakeholders for revisions, and prioritize the recommendations and establish a timeline. The work on this will be helpful as our library state agency continues work on automating the library director certification processes.
- **LSTA Statewide CE programs:** Data, Equity, Marketing, and Buildings are identified topics for statewide learning opportunities. The workshop series on data was offered earlier this year. A planning team is still working out some details regarding equity with an emphasis on racial equity. A planning team of some System marketing library consultants is developing a marketing workshop that will include templates and follow up opportunities. Library buildings and spaces topic will tentatively be in the fall of 2022.
- **Streamline for Success series:** We had 150+ attendees from across the state with the SEWI region having the highest representation. The interactive, online workshop series helped libraries evaluate their services and programs so they align more with their library's goals. The planning team may look into attendee followup opportunities.
- **Ongoing statewide collaborations:** WI Trustee Training Week (<https://www.wistrusteetraining.com>) Aug 23-27, Tech Days (techdayswisc.org) September 15-16, are open for registration. Planning is underway for Wild WI Winter Web Conference 2022.
- **Other collaborations as they come up:** There will be other collaborations as they come up throughout the year. A recent example is the [NEWI group rate for Library Journal's Fostering an Antiracist Library Culture course](#) for this fall.

SEWI 2021 past programs: We've had *More HR Issues in the Time of COVID-19* with Atty. Geoffrey Trotter in February and over 56 people attended. We also had *It's a Trap! How to Avoid Giving Legal Advice in Reference Services* with State Law Librarian, Carol Hassler in March with over 40 attendees. The Youth Services Programs Meeting in February had approximately 60 attendees and the Adult Public Programming Meeting had about 30 attendees in March. Both meetings were held online and allowed for brainstorming of ideas and discussions. The Youth Services emphasized the sharing program ideas and the Adult Public

Programming involved more sharing and discussions. PDF copies and the spinning wheel used can be found here:

- SEWI Youth Services Programs Meeting: sewilibraries.org/program-ideas
- SEWI Adult Public Programming Meeting: sewilibraries.org/adult-public-programs

SEWI Activities & Updates

- **Bridges Zoom Enterprise licenses:** To help libraries and library systems in our region, Bridges Library System obtained a Zoom Enterprise license that allows 500 seat capacity for Meetings and Webinars, unlimited cloud storage and other benefits at a lower cost by doing a group purchase for 50 licenses. We had 28 library organizations in the SEWI region take advantage of this opportunity and purchased 1 or 2 licenses each. All 50 licenses are being used.
- **Sequences & Stories workshops and mini grants followup:** Libraries that had staff attend the two workshop sessions on connected learning and computational thinking in youth services were eligible for mini grants. With the pandemic, the mini grant recipients purchased materials they needed for their projects but were unable to implement them. The planning team--Angela Meyers, Caitlin Schaffer, Laurie Freund--will convene an online meeting in September with the mini recipients as a followup and to give them an opportunity to talk and share with others about what they have done, are currently doing, or plan to do with their projects.
- **Virtual Materials Meetup (Aug 11):** This regional offering provides an opportunity for library staff to talk about topics regarding processing, maintaining and other aspects of library materials. The moderated meetup will be offered online so more people can attend. Participants are encouraged to connect using a computer, laptop or mobile device that has a keyboard. All attendees will have access to a shared document that we will be creating and using. Registrants can attend and participate individually or as a library team. More information and registration can be found at <https://bit.ly/3gecAQlb>. A reminder will be sent out soon.
- **Adult Public Programming Meeting (Oct 4):** Jennifer and Laurie will look into what will work best for the adult services librarians for holding this popular meeting in-person, online or some sort of mix.

LSTA CE Grants: LSTA funds are set up by DPI for a set amount for each Wisconsin library system for professional development for library staff to attend in-person conferences as well as other continuing educational opportunities. Discussions ensued about a regional coordination of all the partnering library systems' funds with the goal to make best use of all the funds by pooling and working together. Bridges is willing to coordinate the endeavor and Lakeshores indicated at an earlier discussion that they would consider being the fiscal agent to request reimbursement from DPI and handle reimbursement payments to the libraries that use the funds. All partnering systems indicated interest in this possibility, so Laurie will draft CE Grant guidelines and a plan for how to use up their Library Systems' designated fund amounts, a mid-

point evaluation and a discussion regarding pooling the funds left for best use within the SEWI region and reach out to Lakeshores to confirm their role as fiscal agent. Partner Library Systems will have an opportunity to review and discuss the proposed plan and guidelines before final commitment. Below is a chart that shows the amounts for the SEWI Library Systems:

Professional Learning funds 7/1/21-6/30/22

	A	B	C	D	E
1	System	scholarship Distr add'l CE distro		TOTAL	add'l purpose
2	Arrowhead Library System	\$5,429.12		\$5,429.12	
3	Bridges Library System	\$9,449.64		\$9,449.64	
4	IFLS Library System	\$28,997.11		\$28,997.11	
5	Kenosha County Library System	\$4,679.20		\$4,679.20	
6	Lakeshores Library System	\$9,101.16		\$9,101.16	
7	Manitowoc-Calumet Library System	\$2,765.61		\$2,765.61	
8	Milwaukee County Federated Library System	\$24,549.39		\$24,549.39	
9	Monarch Library System	\$14,193.27		\$14,193.27	
10	Nicolet Federated Library System	\$25,455.86		\$25,455.86	
11	Northern Waters Library Service	\$16,495.32		\$16,495.32	
12	Outagamie Waupaca Library System	\$8,460.93		\$8,460.93	
13	South Central Library System	\$32,275.55	2000	\$34,275.55	TTW 2021
14	Southwest Wisconsin Library System	\$17,800.46		\$17,800.46	
15	Winding Rivers Library System	\$27,948.11		\$27,948.11	
16	Winnefox Library System	\$18,572.37		\$18,572.37	
17	Wisconsin Valley Library Service	\$28,826.89	22,000	\$50,826.89	WWW 2021 & Marketing cohort
18	Grand Total	\$275,000.00		\$298,999.99	
19					
20	Formula based on CARES distro:	5%	50%	20%	25%
21		FTE Amount per Library	Poverty Amount per Library	Broadband Amount per Library	Unemployment Amount per Library
22					
23					
24					
25					
26					
27					
28					
29					

Book1 - Excel

	A	B	C	D
1	SEWI REGION			
2	Arrowhead	\$5,429.12		
3	Bridges	\$9,449.64		
4	Kenosha	\$4,679.20		
5	Lakeshores	\$9,101.16		
6	MCFLS	\$24,549.39		
7	Monarch	\$14,193.27		
8	Total	\$67,401.78		
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Discussion regarding upcoming 2021-22 SEWI opportunities:

- **WI Inclusive Services Assessment Guide:** Planning is put on hold until DPI has a new consultant and inclusive services webpage ready.
- **Emotional Intelligence for library staff:** With increasing staff stresses libraries are reporting, this is a higher priority. Having this online will enable more people to attend. Consideration to provide this training 2x in one year (6 months apart) or perhaps a 2-part series. Laurie will talk to Bill Marklein about this possibility.
- **Directors Retreat:** Early December as an in-person opportunity this year. Possible discussion topics include the following:
 - Pandemic services that libraries are continuing as part of their regular service offerings (curbside pickup, grab-and-go kits or maker kits...)
 - Library staffing changes: staff turnover, hybrid of staff working remote and in-library, how volunteering has changed since the pandemic, etc.
 - Pandemic library procedures that are continuing

- **Graphic Design:** Lower priority, so consider providing this in 2022.
- **Project Management:** Consider offering this online and providing an aspect on how to run meetings with remote participants. Wait until after the Directors Retreat to see if or how the topic of working with remote persons or partners comes up. Consider 2022.
- **Grant Writing:** Consider this as an online offering. Lower priority, so consider for 2022.
- **Youth Services Programming:** Laurie will consult with the youth services consultants about this annual workshop that is often offered in January or February.
- **Cyber Security (suggested new topic):** Consider general principles for non-technical staff workers such as how to identify leading emails. Privacy may be part of this training. A webinar on this topic may work well. When getting to this topic, work with Steve Hesel for potential trainers and other possibilities.

Communication: Partners confirmed that information from the statewide CE listserv for dissemination to member libraries is being forwarded.

2022 Budget Preliminary discussion: Bridges reported no increase in the SEWI CE budget for 2022. While this has remained static for several years, how the money is being used has changed. When the SEWI partnership started, funds were going directly to cover the costs of providing SEWI workshops (presenters, supplies, catering, etc.). Things have now changed with more statewide collaborations, DPI support, and Laurie as CE consultant representing the SEWI region's interests in statewide professional development collaborations, projects and related work groups and committees, as well as SEWI regional projects, meetups, meetings and program offerings. The question came up if the amount adequately covers what is now needed for this work. Although there will be no change for the 2022 budget, this may be a discussion topic with SEWI partners for future SEWI budgets.

MCFLS Employee Manual Telecommuting Policy and Procedures

Objective

Telecommuting allows employees to work at home, on the road or in a satellite location for all or part of their workweek. The Milwaukee County Federated Library System considers telecommuting to be a viable, flexible work option when both the employee and the job are suited to such an arrangement. Telecommuting may be appropriate for some employees and jobs but not for others.

In order to work from home, an employee must:

1. Be accessible during their regularly scheduled work day via IM, email, and/or telephone;
2. Have similar work hours as the regularly scheduled work day. Any variations must be approved in advance by the MCFLS Director and must consider service implications to member libraries and other system staff;
3. Be able to complete job duties, either remotely or having brought work home;
4. Schedule work days from home with Director approval; or
5. In the event that working from home was unplanned or short-notice (e.g. snowed in, broken refrigerator and repair person coming in, etc.) employee must contact Director for approval remotely and prepare to report back on work/projects completed;
6. If the employee calls in sick, sick time must be used for that day. Employees are also prohibited from working remotely during leaves of absence without prior approval.

Any extended telecommuting arrangement made will be on a trial basis for the first three months and may be discontinued at will and at any time at the request of either the telecommuter or the system. Every effort will be made to provide 30 days' notice of such change to accommodate commuting, child care and other issues that may arise from the termination of a telecommuting arrangement. There may be instances, however, when no notice is possible.

Eligibility

Before entering into any telecommuting agreement, the employee and MCFLS Director, with the assistance of the Business Manager, will evaluate the suitability of such an arrangement, reviewing the following areas:

- Employee suitability. The employee and MCFLS Director will assess the needs and work habits of the employee. For more information refer to the Employee Suitability section below.
- Job responsibilities. The employee and MCFLS Director will discuss the job responsibilities and determine if the job is appropriate for a telecommuting arrangement. For more information refer to the Job Responsibilities section below.
- Equipment needs, workspace design considerations and scheduling issues. The employee and MCFLS Director will review the physical workspace needs and the appropriate location for the telework. For more information refer to the Maintenance, Repair and Replacement of Equipment section below.

- Tax and other legal implications. The employee must determine any tax or legal implications under IRS, state and local government laws, and/or restrictions of working out of a home-based office. Responsibility for fulfilling all obligations in this area rests solely with the employee.

If the employee and MCFLS Director agree, a draft telecommuting agreement will be prepared and signed by all parties, and a three-month trial period will commence.

Evaluation of telecommuter performance during the trial period will include regular remote interactions between the employee and the MCFLS Director, and face to face meetings, as necessary. At the end of the trial period, the employee and MCFLS Director will each complete an evaluation of the arrangement and make recommendations for continuance or modifications. Evaluation of telecommuter performance beyond the trial period will be consistent with that received by employees working at the office in both content and frequency but will focus on work output and completion of objectives rather than on time-based performance.

An appropriate level of communication between the telecommuter and supervisor will be agreed to as part of the discussion process and will be at a level consistent with employees working at the office or in a manner and frequency that is appropriate for the job and the individuals involved.

Implementation Terms

- Any telecommuting arrangement must be approved by the MCFLS Director and terms agreed to by employee and system within the telecommuting agreement.
- Telecommuting used as a transitional work program to aid an employee's return to work from disability will be administered consistent with existing policies and laws.
- Telecommuting may not be used as a substitute for child or home health care.
- Employees must follow MCFLS policies and procedures while telecommuting.
- Employees may be provided with MCFLS-owned equipment and software to access the MCFLS network.
- Employees are responsible for providing an appropriate home work space.

MCFLS is not responsible for the following work-from-home expenses:

- Internet access costs
- Utility costs associated with use of the computer or occupation of the home.
- Employee-purchased office supplies. Employees should obtain office supplies from the MCFLS Headquarters.

Employee Suitability

MCFLS recognizes that telecommuting may not be a viable work option for all employees. Telecommuting should be offered only to employees who have successfully completed their orientation period, whose performance is satisfactory, who work effectively with minimal supervision, who can maintain a safe and ergonomically sound home work area, free from distractions. Telecommuting employees should have high-speed internet access, be reachable by phone, and hold homeowner or renter insurance, including liability insurance for third party claims and other damages unrelated to any work done for MCFLS.

A successful telecommuter should reliably and responsibly complete work duties, understand job duties fully, be trustworthy, and have the ability to establish priorities and demonstrate effective time management habits

Job Responsibilities

Not all positions may be compatible with telecommuting. In order to determine if a MCFLS position is compatible, the following will be considered:

- Percentage of job duties that may be performed off-site without disruption to work flow and communication.
- Whether tasks may be completed independent of other employees or, for shared tasks, that the work can be equitably split so that telecommuting schedules do not require in-office staff to do the telecommuter's work.
- Whether the position has a MCFLS extension and voicemail account for member libraries to contact the employee when telecommuting.

Scheduling

All approved telecommuting schedules require the MCFLS Director's approval and the terms agreed to by employee and system within the telecommuting agreement. Service to member libraries takes precedence over telecommuting. An employee must forego telecommuting if needed at MCFLS Headquarters. The MCFLS Director may approve single days on an ad-hoc basis due to temporary conditions such as inclement weather.

Maintenance, Repair and Replacement of Equipment

MCFLS is responsible for maintaining MCFLS-owned equipment issued to telecommuting employees. The employee must notify the MCFLS Director in the event of the malfunction of MCFLS-owned equipment. The Milwaukee County Federated Library System reserves the right to make determinations as to appropriate equipment, subject to change at any time.

The employee is responsible for maintaining and repairing employee-owned equipment at personal expense and on personal time.

Health and Safety

Telecommuting employees are responsible for creating a space in their home for work. This space must be ergonomically sound, clean, safe and free from obstructions and hazardous materials.

If a telecommuting employee incurs a work-related injury while telecommuting, worker's compensation law and rules apply. Employees must notify the MCFLS Director and complete all required paperwork regarding the injury.



Telecommuting Agreement

Employee Information

Name: _____ Hire date: _____

Job title: _____

Department: _____

This telecommuting agreement will begin and revisited on the following dates:

Start date: _____ Renewal date: _____

The employee agrees to the following conditions:

The employee will remain accessible and productive during scheduled hours.

The employee will record all hours worked and meal periods taken in accordance with regular timekeeping practices.

The employee will obtain supervisor approval prior to working unscheduled hours.

The employee will report to the employer's work location as necessary upon directive from his or her supervisor.

The employee will communicate regularly with his or her supervisor and co-workers.

The employee will comply with all Milwaukee County Federated Library System rules, policies, practices and instructions that would apply if the employee were working at the employer's work location.

The employee will maintain satisfactory performance standards.

The employee will make arrangements for regular dependent care and understands that telecommuting is not a substitute for dependent care. In extraordinary circumstances, temporary exceptions may be made for employees with caregiving responsibilities.

The employee will maintain a safe and secure work environment at all times.

The employee will report work-related injuries to his or her manager as soon as practicable.

The employee agrees to protect System tools and resources from theft or damage and to report theft or damage to his or her manager immediately.

The employee agrees to comply with Milwaukee County Federated Library System's policies and expectations regarding information security. The employee will be expected to ensure the protection of proprietary company and customer information accessible from their home offices.

The Milwaukee County Federated Library System will reimburse employee for mileage to conferences and continuing education opportunities. The organization will not reimburse telecommuting employees travel into the office or to member library locations.

The employee understands that all terms and conditions of employment with the company remain unchanged, except those specifically addressed in this agreement.

The employee understands that management retains the right to modify this agreement on a temporary or permanent basis for any reason at any time.

The employee agrees to return the organization's equipment, as appropriate, within five days of termination of employment.

Employee signature: _____ Date: _____

Manager signature: _____ Date: _____

Director signature: _____ Date: _____



Telecommuting Evaluation

Objective

To be completed by both the employee and the MCFLS Director to determine the success of the telecommuting arrangement trial.

Employee Information

Employee: _____

Manager: _____

Department: _____

Evaluation

- Are the employee's needs and work habits a good fit for telecommuting?
 - ☐ Yes
 - ☐ No

Comments: _____

- Are the job responsibilities appropriate for telecommuting?
 - ☐ Yes
 - ☐ No

Comments: _____

- Are the employee's workspace and equipment needs appropriate for telecommuting?
 - Yes No

Comments: _____

- Is telecommuting beneficial for the both the employee and the organization?
 - Yes No

Comments: _____

Final Recommendation

Employee Signature: _____ Date: _____

Director Signature: _____ Date: _____

If the employee and MCFLS Director are both in agreement regarding moving forward with permanent telecommuting for the employee, please provide a signed Telecommuting Agreement with this evaluation. The telecommuting agreement will be revisited on an annual basis.