

*Emroled* 158-149  
PROPOSED ORDINANCE 158-154

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2  
3 ENDORSE THE RECEIPT AND EXPENDITURE OF GATES GRANT  
4 FUNDS TO PROVIDE TRAINING TO LIBRARY STAFF  
5

6 WHEREAS the Waukesha County Federated Library System (WCFLS) has been allocated grant  
7 funding from the Gates Foundation in the amount of \$2,700 awarded by the state Department of  
8 Public Instruction, and  
9

10 WHEREAS these grant funds will be used to train WCFLS staff and staff from the sixteen  
11 member libraries on advanced functions of Microsoft (MS) office suite software, and  
12

13 WHEREAS, the Waukesha County Federated Library System budget for 2004 did not include  
14 this grant intent or associated revenues, and  
15

16 WHEREAS the proposed use of these grant funds has no direct impact on either the County  
17 General levy or the Special Library Levy.  
18

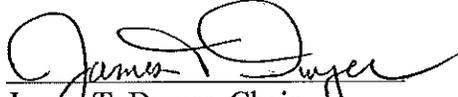
19 THE COUNTY BOARD OF SUPERVISORS OF THE COUNTY OF WAUKESHA ORDAINS  
20 that the Gates Foundation grant funding allocated by the State of Wisconsin Department of  
21 Public Instruction be accepted and that the general government revenue source of the Waukesha  
22 County Federated Library System State Aids and Federal Fund 2004 budget be increased \$2,700  
23 to reflect the Gates Foundation grant award.  
24

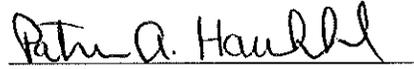
25 BE IT FURTHER ORDAINED that the operating budget of the Waukesha County Federated  
26 Library System State Aids and Federal Fund 2004 budget be modified by increasing operating  
27 expenses appropriations by \$2,700 to cover MS office suite training costs.

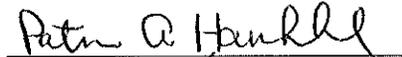
ENDORSE THE RECEIPT AND EXPENDITURE OF GATES GRANT FUNDS TO PROVIDE TRAINING TO LIBRARY STAFF

Presented by:  
Executive Committee

Approved by:  
Finance Committee

  
James T. Dwyer, Chair

  
Patricia A. Haukohl, Chair

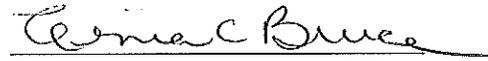
  
Patricia A. Haukohl

  
James R. Behrend

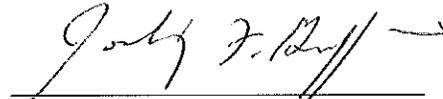
  
Kenneth C. Herro

  
Donald M. Broesch

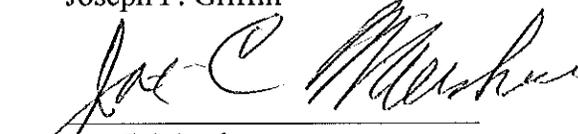
  
Walter L. Kolb

  
Genia C. Bruce

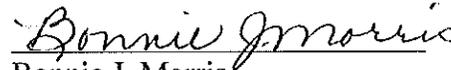
  
Richard L. Manke

  
Joseph F. Griffin

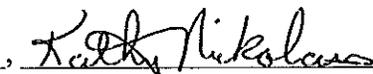
  
Duane E. Paulson

  
Joe C. Marchese

  
Duane Stamsta

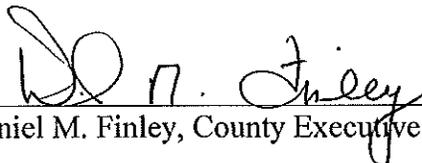
  
Bonnie J. Morris

The foregoing legislation adopted by the County Board of Supervisors of Waukesha County, Wisconsin, was presented to the County Executive on:

Date: 3/26/04,   
Kathy Nickolaus, County Clerk

The foregoing legislation adopted by the County Board of Supervisors of Waukesha County, Wisconsin, is hereby:

Approved:   
Vetoed:

Date: 3-29-04,   
Daniel M. Finley, County Executive

FISCAL NOTE

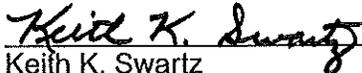
ENDORSE THE RECEIPT AND EXPENDITURE OF GATES GRANT FUNDS  
TO PROVIDE TRAINING TO LIBRARY STAFF

This ordinance modifies the 2004 Waukesha County Federated Library System (WCFLS) Federal Aids special revenue fund budget by authorizing the acceptance of \$2,700 in 2004 grant funds from the Gates Foundation administered and passed through the Wisconsin State Department of Public Instruction. The grant period ends December 31, 2004. This ordinance appropriates \$2,700 in intergovernmental revenues and operating expense appropriations in the same amount.

The Director of the Federated Library System indicates that the grant will be used to purchase contractual training services for WCFLS staff and system librarians on advanced Microsoft Office Suite features. WCFLS staff indicates that the total contract cost for the training is \$5,600. The remaining \$2,900 cost is being funded from Library Services and Technology Act (LSTA) Grant expenditure appropriations already existing in the 2004 adopted budget. No County indirect costs are being covered by this grant funding.

The WCFLS Director indicates that approximately 80 staff will be trained. The training will take place at all sixteen member libraries through use of WCFLS mobile training lab.

This ordinance results in no additional direct County tax levy impact.

  
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Keith K. Swartz  
Budget Manager

AVT  
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3/5/2004

158-0-152

**From:** "Bocher, Robert DPI" <Robert.Bocher@dpi.state.wi.us>  
**To:** "'thennen@wcfls.lib.wi.us'" <thennen@wcfls.lib.wi.us>  
**Date:** 3/4/2004 11:23:12 PM  
**Subject:** Gates Library Training Grant

Tom:

I can assure you that the DPI has received the \$94,050 from the Gates Foundation for the library training grants. The Waukesha County library system will be allocated the \$2,700 as stated in the grant information at <http://www.dpi.state.wi.us/dltcl/pld/gates.html> <<http://www.dpi.state.wi.us/dltcl/pld/gates.html>> . I'm sorry it has taken longer than anticipated to get the paper work done on our end, but I will be checking with our fiscal staff on Friday and let you know the latest status of this.

-Bob

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Bob Bocher, Technology Consultant  
WI Dept. of Public Instruction, State Division for Libraries, Technology...

P.O. Box 7841 Madison, WI 53707-7841  
608-266-2127 fax: 608-266-2529 robert.bocher@dpi.state.wi.us  
<http://www.badgerlink.net> <<http://www.badgerlink.net>>

**CC:** "Dal Santo, Kathleen DPI" <Kathleen.DalSanto@dpi.state.wi.us>, "Chapiewsky, Joel DPI" <Joel.Chapiewsky@dpi.state.wi.us>

**Gates Program Training Grant**  
**Waukesha County Federated Library System**  
**November 5, 2003**

1. What are the training needs of the libraries in your state and how did you learn about these needs?

It was identified through meeting with key technology staff and directors of our system libraries, that the greatest need for staff training was for advanced functions, or not commonly used programs in libraries Microsoft Office Suite.

2. What are the specific topics on which you plan to provide instruction in each training session, and how do the topics meet the needs you identified?

Each library will be able to choose a topic that their staff needs help with. Topics will include advanced Word, advanced Excel (i.e. pivot tables), basic Access, advanced Frontpage (i.e. creating interactive webpage forms) and training in using Publisher to create training and marketing materials. Because each library has different needs, the staff will meet with the trainer in advance and discuss a curriculum to be developed for that library. Each library will receive two, 2 hour, onsite classes in their library. The second session will allow for either a new topic, or a chance to review, build on, or receive more assistance with what was covered in the first session.

3. Who participated in the development of your training plan?

The Waukesha County Federated Library System has a technology committee, comprised of staff from 7 libraries, who provide input on technology and technology training needs in the member libraries. Those recommendations then go to the directors group, comprised of all 16 member libraries, for additional comment and approval.

4. Attach a copy of your state training plan if available.

I will send our newly approved technology plan for 2004-7.

5. How many participants do you estimate will receive training? What percentage of the state's library buildings do they represent?

In our system up to five staff members at each library will receive training. This will represent up to 50 staff in 100% of our system libraries.

6. Who will provide the training, and what are their credentials?

In a previous grant supported training program Marilyn Kemp was hired to provide classes on various Microsoft programs and to provide for onsite training on webpage development using Frontpage. These classes went so well that the library staff have asked for more onsite training from her.

Marilyn Kemp has worked in the personal computer industry since 1982, frequently as a trainer for staff who were being introduced to new computer applications. Her first career was as a teacher and artist, but when she first experienced the potential of the personal computer, she redirected her teaching skills from fine art to computer applications. During her career, she also made the transition from employee to business owner. Because of her wide-ranging experience and entrepreneurial skills, Marilyn understands the challenges of using computers to enhance both job skills and life-long learning.

It was during her graduate studies at the School of the Art Institute of Chicago that Marilyn first met a computer-- the 64K Apple II. The computer quickly became a creative challenge. After graduation, Marilyn combined her teaching and computer skills by working as a Computer Instructor at Radio Shack, where the first personal computers were being introduced to businesses. Eventually, she became a Training Analyst for Dewar Information Systems, a company that designed computer systems used to produce newspapers.

With this early exposure to computerized typesetting, she started her own desktop publishing company, P.S. Services, in 1988. For the next 4 years, she operated the business in Evanston, IL, producing newsletters, manuals, and advertising materials for both large and small businesses.

In 1992, Marilyn moved to the Milwaukee, Wisconsin area and began teaching part-time at the Milwaukee Area Technical College. Her business focus also changed from desktop publishing to all of the emerging office applications. Through The Kemp Associates, she began offering customized training in the Microsoft Office applications to both business users and educators. Marilyn continues to teach as a part-time instructor at MATC, bringing the benefit of her real-life business experience to the classroom.

7. How will you offer equal access to training to library staff members throughout the state?

Each WCFLS member library will receive two, 2 hour classes from Marilyn, and 5 staff members will be able to attend at each library. If libraries want to share their training and topics with each other, they will coordinate that between themselves. If a topic, like Access is chosen, and if 5 staff at a particular library does not need to have training in that class, staff from other libraries can attend, the other library will then make space available for the other library in their class.

8. How will you inform libraries of the training opportunities?

The WCFLS automation coordinator will provide each library with the contact information for the trainer, and they will work together to set up times that are convenient for their library staff to attend. When the topics are chosen, with dates, the WCFLS automation coordinator will announce the schedule and topics to all member libraries, to help coordinate sharing of training.

9. How will you incorporate Gates Training Lab facilities into the training plan?

We do not have a Gates Training Lab in our system, so we are unable to utilize one. Instead, we will make our mobile wireless training labs available to all libraries, which have the Microsoft Office Suite installed. These labs were purchased with other grant funds. This will allow each participant to have a computer during training.

10. What training outcomes do you expect for all of the classes you will offer?

We expect our member library staff attending the training sessions to learn more about features of the Microsoft Office Suite, and to be a resource for those staff members who did not attend the training.

11. How will you evaluate the training to determine if those outcomes are achieved?

Evaluation of the training is part of the reason for the second training session. This session allows the trainer to return and answer questions and provide follow up about the material covered in the first session. Evaluation forms will also be provided to the participants.

## 12. Budget

Curriculum will be developed on a library by library basis on Microsoft Office Suite products, these include, Word, Excel, Access, Frontpage and Publisher. Two, 2 hour sessions, will be provided at 16 libraries for up to 5 staff at each library. This will allow for up to 80 staff to receive training.

Personnel costs:	\$350 per library for 4 hours of training	\$5,600
Facilities:	Each library will provide space for training	
Equipment:	Mobile training labs purchased with prior grants will be utilized.	
Supplies:	Each library will be responsible for providing	
Materials:	The instructor or library will provide any necessary materials.	

Of this budget, \$2,700 will be allocated from the Gates Training Program Grant, the remaining \$2,900 will be funded through LSTA funds.

## 13. Timeline

January - February 2004: Libraries will receive trainer contact information and will make initial contact to discuss training needs and dates for training.

February - March 2004: Trainer will develop curriculum to be delivered at each library.

April - October 2004: Trainer will provide two, 2 hour, sessions at each library on the agreed upon topics.

November 2004: WCFLS automation coordinator will send evaluation surveys to participants.

## 14. How will your technology training program help libraries in your state enhance existing services and develop new services to reach people in need?

These training sessions will provide new tools for library staff to develop promotional materials through the use of Publisher, develop online surveys and feedback forms to elicit input from the community using Frontpage, and allow for staff to prepare necessary reports and materials needed to communicate the needs of the library to reach the community.

15. What are your plans to use the opportunity provided by the grant to strengthen existing partnerships and build new ones?

This grant will help library staff communicate better, using new features in programs that they are already used to using.

16. How will you leverage the funding to provide additional ongoing opportunities for training, and from what sources will you seek additional support?

This grant program is building on the success of a previous grant program that was seen as successful two years ago. In that project, staff learned basic skills about Excel, Publisher and Frontpage. At this point, additional funds needed for technology training will come from LSTA or state system funds. It is difficult to compete for training funds, especially for staff training, when there are many other programs that libraries provide that reach out to entire communities. An example would be a highly successful online genealogy class, which was offered at each library and over 600 people attended throughout the summer.

17. How will the training provided promote the sustainability of public access computing in your state?

These classes will allow staff to be more comfortable when approached about Microsoft Office products and their use.

WAUKESHA COUNTY BOARD OF SUPERVISORS

V

DATE-03/23/04

(ORD) NUMBER-1530152

- 1 K. HERRO.....AYE
- 3 D. STAMSTA.....AYE
- 5 J. MARCHESE.....AYE
- 7 J. JESKEWITZ.....AYE
- 9 P. HAUKOHL.....AYE
- 11 K. HARENDA.....
- 13 J. MORRIS.....
- 15 D. SWAN.....AYE
- 17 J. BEHREND..... AYE
- 19 W. MITCHELL.....AYE
- 21 W. KOLB.....AYE
- 23 P. PRONOLD.....
- 25 K. CUMMINGS.....AYE
- 27 D. PAULSON.....AYE
- 29 M. THOMAS.....AYE
- 31 V. STROUD.....AYE
- 33 D. PAVELKO.....AYE
- 35 C. SEITZ.....AYE

- 2 R. THELEN..... AYE
- 4 H. CARLSON.....AYE
- 6 D. BROESCH.....AYE
- 8 J. DWYER.....AYE
- 10 S. WOLFF.....AYE
- 12 J. GRIFFIN.....AYE
- 14 J. LA PORTE.....
- 16 R. MANKE.....AYE
- 18 B. MORRIS..... AYE
- 20 M. KIPP.....
- 22 G. BRUCE.....AYE
- 24 A. SILVA.....AYE
- 26 S. KLEIN.....AYE
- 28 P. JASKE.....AYE
- 30 K. NILSON.....AYE
- 32 F. GUNDRUM.....AYE
- 34 R. SINGERT.....AYE

TOTAL AYES-30

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DEFERRED\_

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