

**Arrowhead Library System  
Librarians Meeting via Zoom  
Wednesday, June 16, 2021  
9:30 a.m.**

Join GoToMeeting: <https://global.gotomeeting.com/join/710683725>

Meeting ID: 710-683-725

Dial in: [+1 \(872\) 240-3311](tel:+18722403311)

1. Call to order 9:30a.m. – Chair – Kirsten Almo
  2. Secretary – Tovah Anderson
  3. Approval of the May 2021 Minutes
  4. Unfinished Business
    - a. Shared System
      1. Share update
        - a. Delivery Update
        - b. May Statistics
        - c. Items for SHARE agenda
      - b. Technology
      - c. Hoopla
      - d. WPLC/Overdrive
      - e. Gale Courses /Lynda.com/Transparent Languages
      - f. Budget 2021/22
      - g. Covid-19 Updates
      - h. Youth Services update- Jeni Schomber
      - i. Public Library System Redesign Project
      - j. ALS Board Report – Sarah Strunz
  5. New Business
    - a. Joint Merger Exploration Committee
    - b. Movie Licensing
    - c. Emergency Connectivity Fund (ECF)
  6. ALS Activities
  7. Activities in Member Libraries
  8. Adjourn
- Dates to Remember:**  
**ALS Board Meeting – July 14<sup>th</sup> – 6:00 pm @ remote**

**Arrowhead Library System  
Librarians Meeting via Zoom  
Wednesday, May 19, 2021  
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Join GoToMeeting: <https://global.gotomeeting.com/join/710683725>

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**Attendees:** Tovah Anderson, Steve Platteter, Charles Teval, Ashlee Kunkel, Kirsten Almo, Sarah Sturnz, Joseph Langer, Jeni Schomber, Nick Dimassis, Michael DeVries, Megan Kloeckner

**Guests:** Steve Ohs, Jim Novy

1. Call to order 9:32 a.m. – Chair – Joseph Langer
2. Secretary – Tovah Anderson
3. Approval of the April 2021 Minutes
  - a. Motion: Kirsten Almo
  - b. Second: Charles Teval
  - c. Vote: Unanimous, Yes
4. Unfinished Business
  - a. Shared System
    - i. Share update: SirsiDynix upgrade next week, expect outage at night. May have access to discounted sorters and self-checks, talk to Jim Novy for details.
      1. Delivery Update: Green bins are returning home and stacking up at ALS delivery hub since quarantine ended.
      2. March Statistics – *In packet*, Lower than February
      3. Items for SHARE agenda
  - b. Technology: Technology: All PC hardware is installed, working on getting equipment delivered. Monitors are expected to ship June 2.
  - c. Hoopla – *In Packet*, Stats are down a little from last month. Steve needs 2022 Hoopla contribution numbers by the June Meeting. Use charts for Hoopla and OverDrive are included in the packet. ALS contribution will be the same as last year.
  - d. WPLC/Overdrive – *In Packet* Stats a little down since last month. Discussed preferences of budget recommendations to OverDrive board about whether budget should include magazines or not. Sounds like magazines will probably be renewed, but the funding model is still unclear.
  - e. Gale Courses /Lynda.com/Transparent Languages – *In Packet*
  - f. Budget 2020/21: budget draft due July 19
  - g. COVID-19 Updates – Item quarantine: All ALS staff is now fully vaccinated. County mask policy is that they are no longer required, but unvaccinated people are encouraged to wear masks. Won't be enforced, opens county to lawsuits.
    - i. ALS it's up to the staff member, Drivers will follow policies of each library they deliver too.

- ii. CPL sounds like city is still deciding based on what the requirements are at other county and city facilities.
  - iii. EPL county recommendations but highly recommend masks.
  - iv. EFPL still requires masks via a city ordinance.
  - v. BPL city rescinded mask policy, Library Board meets tonight and needs to rescind its own mask policy.
  - vi. HPL is waiting to hear from the city, their policy was altered regarding employees a month ago, were planning to relook at things in June – masks are currently required inside city facilities. Will most likely follow whatever the city says, either way.
  - vii. MPL city council changed reopening plan to mandate masks for unvaccinated. Haven't taken down signs because staff is apprehensive about working 1-on-1 with unmasked. Board said to follow city last year.
  - viii. OPL staff is wearing masks, 2/3 of staff are vaccinated. Signs to wear a mask are still up but don't use the word required. Board never made a formal policy.
- h. Youth Services update- Jeni Schomber:
  - i. Library Shorts video series is paused for the Summer because we started them when everything was shutdown. Things are opening up and there's more things for families to do. We'll revisit bringing it back for the fall, in July.
  - ii. Compassion and Resiliency Training follow up – decided additional information to directors would be helpful.
- i. Public Library System Redesign Project: Recommendation #3 was reducing the number of library systems. State is watching us as we explore a merger. They may put funding behind documenting our process as a roadmap for other potential mergers. The delivery project creating regional hubs is moving forward – looking to implement this as early as January 2022.
- j. ALS Board Report – Sarah Strunz: Nothing new to report.

## 5. New Business

- a. ALS merger exploration update: Lakeshores Library System voted to explore a merger. Steve Platteter met with all 7 ALS directors. Steve Ohs has been researching state, county, and local statutory requirements for merging or creating a new system and creating a roadmap/whitepaper (*included in packet*). Great deal of support among LLS library directors. Merger exploration briefing was well-received by LLS Board of Trustees. Since we're exploring consolidating counties, each municipality board do not need to approve merger.
  - i. Motion: Charles Teval: Arrowhead Library System should continue to explore a system consolidation with Lakeshores Library System.
  - ii. Second: Kirsten Almo
  - iii. Vote: Unanimous, Yes
- b. LAWDS Reboot: Our module 1 regional webinar is Thursday, June 3 from 1-2 pm. Have all staff that might help job seekers register. It will be recorded. Register here: <https://us02web.zoom.us/meeting/register/tZlqd-CorDMtHdxR363cmCTo2Arw81b5GQo6>. Please fill out the marketing toolkit survey by May 24<sup>th</sup> here: <https://www.surveymonkey.com/r/HR3HVM2>
- c. American Rescue Plan Act (ARPA): Two Rock County board members are working on a grant to provide hot spots and laptops with business plan writing software ([LivePlan](#)) on them to libraries. Would be through county so CIPA is avoided. Distributions haven't been determined yet, probably in June. The Emergency Connectivity Fund also has monies

available and allows for libraries to purchase laptops and hotspots even if they are not CIPA compliant – sounds like you can't use them together. Applications coming out in June – systems may be able to apply, libraries definitely can.

6. ALS Activities: working on summer reading promotions; continuing to work on LAWDS marketing campaign, System Marketing Cohort, LLS Marketing and PR Taskforce, and WI's Digital Library social media team. All director visits have been completed. Approached by a high school student who started the non-profit Koding 4 Kids and is looking to expand to more libraries – asked him for additional information to share.
7. Activities in Member Libraries
  - a. Edgerton: Computers limited to 1-hour, might go back to 2 hours if county goes to phase three. Expanding hours daily by 1 hour in June. Will not move furniture or toys back until social distancing ends. Doing packets and park storytimes in the packets. LED lighting retrofit was awarded and will start in a few weeks.
  - b. Milton Public Library: No COVID Changes yet. Will add seven hours back by fall to be back to regular hours. Study rooms are open for 1 use per day. Milton Mayhem Bike Scavenger Hunt had over 80 participants despite the rain. Won four grants: Memory kits, Underground Railroad collection, and 2 Storybook Garden grants. Working on outdoor programs and kits for summer.
  - c. Hedberg Public Library: Opening up a couple more study rooms for public use. Only put out a few more pieces of furniture that has been stored in the study rooms. 90-minute computer time limits (staff can override), opened 3 computers in children's section. Still doing social distancing and masks. No change in hours right now – probably will not ever go back to 9 pm close. Summer looks like a combination of outdoor in-person and virtual programs. Bookmobile is going out to special events and will start regular stops at parks and summer schools. Hired 3 public services assistants.
  - d. Beloit Public Library: Fully open. Eliminating program registration in June. Summer is in-house and outdoor performers in tents or outback. Put out the Farmer's Market and Chicken Coop toys back out to the Children's Area—left soft toys put away. Pilot program with PBS Kids in April went well, moving forward with a 5-year grant to continue that programming. Computer time limited to an hour, will probably remove limit soon. June 3<sup>rd</sup> is Book Quest kickoff outdoor event for next April – targets 3<sup>rd</sup> and 4<sup>th</sup> graders and gets books in their hands. Stateline Literacy Councils first ESL graduating class graduated today.
  - e. Eager Free Public Library: Currently Open 3 days/ week and open for curbside the other 3 days. June 7 will go back to regular schedule and will keep curbside. Computers are still 1-hour, but can override. Masks are still required in city buildings. New city administrator started is meeting with all department heads and city employees. Summer is all take and make kits with the option they can do them in the library. Bringing back in-person book club. Will be looking for a youth programmer, current staff member is leaving.



- f. Clinton Public Library: Summer will be doing an outdoor movie. senior book club meeting in person, started a writers' club, partnering for an art in the park event, and garden club. Two staff members are leaving in June. 90 minutes for computers, will keep same hours through the summer.
- g. Orfordville Public Library: Open regular hours. 2-hour computers. Moved plastic toys back, not soft ones – rotate boxes of LEGOs as kids request them. Looking at doing permanent StoryWalk signage on a new wooded area trail. Doing a StoryWalk at Beckman Mill in partnership with Rock County Parks. Doing a Senior Luncheon in the park, all volunteers are back, it's the 16<sup>th</sup> year. All summer programs will be in the park, been doing in house story time for months. Book club meets tomorrow, then will be off for the summer. Working with the FFA for the citywide scavenger hunt. July library fundraiser in July at the farmers market, Friends groups fundraisers will not be happening. Will be starting a book delivery service to kids doors, especially to Footville.

8. Adjourned at 10:59 am

- a. Motion: Charles Teval
- b. Second: Megan Kloeckner
- c. Vote: Unanimous, yes

**Dates to Remember:**

SHARE Directors Meeting – June 1<sup>st</sup> – 9:30 am @ remote

ALS Board Meeting – June 9<sup>th</sup> – 6:00 pm @ remote

ALS Librarians Meeting – June 16<sup>th</sup> – 9:30 am @ remote

2021 May ALS Circ

|                             |                 |        |         |          |            |       |      |            |        |               |       |
|-----------------------------|-----------------|--------|---------|----------|------------|-------|------|------------|--------|---------------|-------|
| ALS Circ from all libraries |                 |        |         |          |            |       |      |            |        |               |       |
| Checkouts                   |                 |        |         |          |            |       |      |            |        |               |       |
|                             | Station Library |        |         |          |            |       |      |            |        |               |       |
| Item Library                | BELOIT          | B_CURB | CLINTON | EDGERTON | EVANSVILLE | J_BKM | J_NS | JANESVILLE | MILTON | ORFORDVILL    | Total |
| All                         | 12229           | 459    | 1481    | 5686     | 3251       | 23    | 639  | 33831      | 5250   | 1389          | 64238 |
| BELOIT                      | 10015           | 140    | 147     | 586      | 293        |       | 27   | 1280       | 353    | 69            |       |
| BURLINGTON                  | 25              | 5      | 14      | 38       | 28         |       | 1    | 119        | 28     | 8             | 266   |
| CLINTON                     | 101             | 17     | 737     | 144      | 87         |       | 7    | 263        | 59     | 30            |       |
| CL-S                        | 56              | 7      | 19      | 37       | 27         |       |      | 172        | 27     | 7             | 352   |
| CL-TL                       | 43              | 3      | 16      | 27       | 19         |       |      | 96         | 12     | 6             | 222   |
| DARIEN                      | 13              | 3      | 3       | 27       | 29         |       |      | 72         | 20     | 3             | 170   |
| DELAVAN                     | 58              | 9      | 19      | 58       | 34         |       | 1    | 173        | 32     | 12            | 396   |
| EAST_TROY                   | 16              | 1      | 4       | 16       | 12         |       |      | 58         | 17     | 3             | 127   |
| EDGERTON                    | 96              | 34     | 45      | 3191     | 96         |       | 10   | 378        | 142    | 25            |       |
| ELKHORN                     | 91              | 6      | 15      | 60       | 31         |       | 6    | 202        | 51     | 20            | 482   |
| EVANSVILLE                  | 114             | 19     | 38      | 151      | 1568       |       | 9    | 327        | 117    | 30            |       |
| FONTANA                     | 36              | 6      | 16      | 17       | 20         |       |      | 82         | 25     | 5             | 207   |
| GENOA_CITY                  | 19              |        | 6       | 17       | 10         |       | 2    | 71         | 19     | 3             | 147   |
| JANESV_BKM                  |                 |        |         |          |            | 23    |      |            |        |               |       |
| JANESV_NS                   |                 |        |         | 5        |            |       | 459  | 158        |        |               |       |
| JANESVILLE                  | 684             | 76     | 150     | 528      | 374        |       | 50   | 27560      | 474    | 82            |       |
| KPL-BKM                     | 13              | 5      | 2       | 16       | 9          |       | 2    | 19         | 1      |               | 67    |
| KPL-NS                      | 86              | 11     | 21      | 33       | 31         |       | 6    | 187        | 41     | 10            | 426   |
| KPL-SI                      | 17              | 1      | 3       | 20       | 6          |       | 1    | 33         | 11     | 1             | 93    |
| KPL-SW                      | 122             | 10     | 39      | 107      | 65         |       | 10   | 311        | 75     | 9             | 748   |
| KPL-UP                      | 5               | 3      | 3       | 3        | 1          |       |      | 9          | 4      |               | 28    |
| LAKEGENEVA                  | 73              | 8      | 12      | 30       | 39         |       | 4    | 142        | 46     | 2             | 356   |
| MILTON                      | 86              | 20     | 42      | 196      | 155        |       | 17   | 688        | 3390   | 32            |       |
| ORFORDVILL                  | 55              | 11     | 16      | 52       | 54         |       | 4    | 199        | 62     | 972           |       |
| RACINE_BKM                  | 17              | 1      |         | 3        | 6          |       |      | 26         | 6      | 1             | 60    |
| RACINEMAIN                  | 227             | 43     | 46      | 152      | 131        |       | 13   | 640        | 150    | 22            | 1424  |
| ROCHESTER                   | 20              | 2      | 12      | 15       | 19         |       | 1    | 96         | 25     |               | 190   |
| SHARON                      | 13              | 1      | 1       | 29       | 7          |       | 1    | 65         | 3      | 2             | 122   |
| UNIONGROVE                  | 23              | 4      | 10      | 21       | 16         |       |      | 47         | 9      | 4             | 134   |
| WALWORTH                    | 9               | 3      | 2       | 14       | 11         |       | 1    | 72         | 7      | 3             | 122   |
| WATERFORD                   | 62              | 6      | 29      | 68       | 49         |       | 2    | 170        | 28     | 20            | 434   |
| WILLIAMBAY                  | 25              | 4      | 11      | 24       | 19         |       | 3    | 102        | 14     | 8             | 210   |
| WTFORDHS                    | 9               |        | 3       | 1        | 5          |       | 2    | 14         | 2      |               | 36    |
|                             |                 |        |         |          |            |       |      |            |        | Non-ALS Items | 6819  |





## 2021 May ALS items to LLS &amp; KCLS

| ALS Items to LLS & KCLS |        |         |          |            |            |        |             |       |  |
|-------------------------|--------|---------|----------|------------|------------|--------|-------------|-------|--|
| Checkouts               |        |         |          |            |            |        |             |       |  |
| Item Library            |        |         |          |            |            |        |             |       |  |
| Station Library         | Beloit | Clinton | Edgerton | Evansville | Janesville | Milton | Orfordville | Total |  |
| Burlington              | 82     | 23      | 31       | 21         | 174        | 28     | 5           | 364   |  |
| CL-S                    | 70     | 14      | 15       | 7          | 153        | 14     | 3           | 276   |  |
| CL-TL                   | 55     | 8       | 8        | 6          | 60         | 10     | 2           | 149   |  |
| Darien                  | 13     | 3       |          | 2          | 32         | 1      | 2           | 53    |  |
| Delavan                 | 88     | 6       | 18       | 14         | 139        | 17     | 4           | 286   |  |
| EAST_TROY               | 36     | 4       | 6        | 8          | 40         | 3      | 2           | 99    |  |
| Elkhorn                 | 185    | 27      | 27       | 21         | 278        | 54     | 4           | 596   |  |
| Fontana                 | 11     |         | 4        | 4          | 43         | 4      | 2           | 68    |  |
| GENOA_CITY              | 47     | 3       | 10       | 6          | 50         | 15     | 1           | 132   |  |
| KPL-AD                  | 1      |         |          |            | 2          |        | 1           | 4     |  |
| KPL-BKM                 | 60     | 10      | 11       | 9          | 87         | 6      | 3           | 186   |  |
| KPL-NS                  | 202    | 21      | 37       | 28         | 313        | 33     | 5           | 639   |  |
| KPL-NSCURB              | 6      | 2       | 2        | 3          | 16         | 5      | 2           | 36    |  |
| KPL-SI                  | 44     | 2       | 11       |            | 86         | 6      | 1           | 150   |  |
| KPL-SW                  | 428    | 47      | 92       | 71         | 776        | 78     | 14          | 1506  |  |
| KPL-SWCURB              | 48     | 8       | 21       | 11         | 77         | 14     |             | 179   |  |
| KPL-UP                  | 18     | 1       | 1        |            | 22         |        | 1           | 43    |  |
| LAKEGENEVA              | 109    | 36      | 39       | 25         | 244        | 24     | 5           | 482   |  |
| LAKESHORES              | 1      |         |          |            |            | 2      |             | 3     |  |
| RACINE_BKM              | 120    | 7       | 24       | 10         | 141        | 20     | 5           | 327   |  |
| RACINEMAIN              | 579    | 77      | 125      | 167        | 1010       | 95     | 37          | 2090  |  |
| ROCHESTER               | 21     | 6       | 8        | 2          | 35         | 2      | 2           | 76    |  |
| SHARON                  | 7      | 2       | 4        | 2          | 14         | 2      |             | 31    |  |
| UNIONGROVE              | 61     | 8       | 11       | 15         | 109        | 11     | 3           | 218   |  |
| WALWORTH                | 37     | 4       | 16       | 6          | 50         | 7      |             | 120   |  |
| WATERFORD               | 140    | 21      | 32       | 15         | 250        | 33     | 11          | 502   |  |
| WILLIAMSBAY             | 53     | 15      | 8        | 12         | 122        | 12     | 1           | 223   |  |
| WTFORDHS                | 3      | 1       |          | 1          | 2          | 1      |             | 8     |  |
|                         | 2525   | 356     | 561      | 466        | 4325       | 497    | 116         | 8846  |  |
|                         |        |         |          |            | Total KCLS | 3168   | Total LLS   | 5678  |  |



Arrowhead - hoopla May 2021

| Library Name               | Total Registered (All Time) | New Patrons (Last Month) | Patrons Served (Last Month) | Sales (Last Month) | Circs (Last Month) | Sales (YTD) | Circs (YTD) |
|----------------------------|-----------------------------|--------------------------|-----------------------------|--------------------|--------------------|-------------|-------------|
| Beloit Public Library      | 1458                        | 17                       | 263                         | \$1,634.59         | 866                | \$7,942.86  | 4125        |
| Clinton Public Library     | 227                         | 0                        | 39                          | \$305.06           | 152                | \$1,393.12  | 679         |
| Eager Free Public Library  | 441                         | 4                        | 80                          | \$506.90           | 253                | \$2,499.98  | 1275        |
| Edgerton Public Library    | 624                         | 6                        | 104                         | \$638.76           | 321                | \$3,133.01  | 1558        |
| Hedberg Public Library     | 3915                        | 29                       | 823                         | \$4,985.48         | 2536               | \$24,078.29 | 12086       |
| Milton Public Library (WI) | 574                         | 7                        | 103                         | \$600.14           | 325                | \$2,999.91  | 1508        |
| Orfordville Public Library | 180                         | 2                        | 36                          | \$238.33           | 128                | \$1,076.60  | 564         |
| Total                      | 7419                        | 65                       | 1448                        | \$8,909.26         | 4581               | \$43,123.77 | 21795       |

# 2021 May Overdrive Statistics

| Library                    | Ebooks      | Audiobook/Music | Magazines  | Video/Streaming Video | Total by Library | OD Users    | Holds (6-1-21) |
|----------------------------|-------------|-----------------|------------|-----------------------|------------------|-------------|----------------|
| Clinton Public Library     | 112         | 169             | 0          | 0                     | 281              | 47          | 153            |
| Orfordville Public Library | 149         | 61              | 21         | 0                     | 231              | 37          | 114            |
| Milton Public Library      | 389         | 296             | 14         | 0                     | 699              | 136         | 444            |
| Eager Free Public Library  | 317         | 358             | 14         | 0                     | 689              | 138         | 485            |
| Edgerton Public Library    | 458         | 501             | 4          | 0                     | 963              | 168         | 570            |
| Beloit Public Library      | 834         | 786             | 142        | 0                     | 1762             | 305         | 880            |
| Hedberg Public Library     | 3109        | 2982            | 83         | 9                     | 6183             | 1026        | 2654           |
| HPL Mail Branch            | 0           | 2               | 0          | 0                     | 2                | 2           | 1              |
| <b>Total by type</b>       | <b>5368</b> | <b>5155</b>     | <b>278</b> | <b>9</b>              | <b>10810</b>     | <b>1859</b> | <b>5301</b>    |

# Arrowhead Library System Information Center

[Dashboard](#)[Student Search](#)[Reports](#)[Resources](#)

April 2021

Lifetime

Month

Session

Date Range:  to 

51

total enrollments

606

total course logins

59,848

total minutes in class

## Top 20 Courses

| Course  | Students |
|---|----------|
| Speed Spanish                                 | 4        |
| Lose Weight and Keep It Off                   | 3        |
| Introduction to QuickBooks Online             | 3        |
| Computer Skills for the Workplace             | 2        |
| Write Fiction Like a Pro                      | 2        |
| Creating Web Pages                            | 1        |
| Introduction to Natural Health and Healing    | 1        |
| Introduction to Networking                    | 1        |
| Merrill Ream Speed Reading                    | 1        |
| Introduction to Criminal Law                  | 1        |
| Fundamentals of Supervision and Management    | 1        |
| Drawing for the Absolute Beginner             | 1        |
| Writing Effective Grant Proposals             | 1        |
| Beginning Conversational French               | 1        |
| Photographing People With Your Digital Camera | 1        |
| Real Estate Investing                         | 1        |
| Wireless Networking                           | 1        |
| Introduction to PC Security                   | 1        |
| Keys to Successful Money Management           | 1        |
| Mystery Writing                               | 1        |

[View Course Activity](#)

## New Courses

| Course  | Date Added |
|---|------------|
| Business Budgeting for Beginners                  | 04/13/2021 |
| Introduction to Microsoft Outlook 2019/Office 365 | 01/12/2021 |
| Introduction to Artificial Intelligence           | 01/05/2021 |
| Blockchain Fundamentals                           | 10/12/2020 |
| Certificate in Mindful Relationships              | 09/14/2020 |
| Explore a Career as a Clinical Medical Assistant  | 06/02/2020 |
| Intermediate QuickBooks Online                    | 05/12/2020 |
| Discover Sign Language II                         | 04/07/2020 |
| Veterinary Medical Terminology                    | 03/17/2020 |
| Introduction to the Medical Laboratory            | 02/26/2020 |



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Gale Courses  
April 2021

| Unique patrons                   | Library Card | Zip Code   | Course Title  | Session | Enrollment E | Verification | Last Login    | Time Spent(i) | Completion Status |
|----------------------------------|--------------|------------|---|---------|--------------|--------------|---------------|---------------|-------------------|
| <b>Beloit Public Library</b>     |              |            |   |         |              |              |               |               | <b>13</b>         |
| 1                                | 2.1537E+13   | 53511      | Introduction to QuickBooks Online                     | Apr-21  | 4/14/21      | Unverified   | 4/21/21 18:21 | 600           | Incomplete        |
| 2                                | 2.1537E+13   | 53511      | Introduction to Microsoft Outlook 2019/Office 365     | Apr-21  | 4/14/21      | Verified     | 4/16/21 14:20 | 534           | Incomplete        |
| 3                                | 2.1537E+13   | 53511      | Creating Web Pages                                    | Apr-21  | 4/5/21       | Verified     | 6/4/21 10:19  | 1581          | Completed         |
|                                  | 2.1537E+13   | 53511      | Lose Weight and Keep It Off                           | Apr-21  | 4/5/21       | Verified     | 5/21/21 8:34  | 1354          | Completed         |
| 4                                | 2.1537E+13   | 53525      | Introduction to QuickBooks Online                     | Apr-21  | 4/9/21       | Verified     | 5/28/21 17:04 | 1455          | Completed         |
| 5                                | 2.1537E+13   | 53511      | Start Your Own Edible Garden                          | Apr-21  | 4/24/21      | Verified     | 5/2/21 19:38  | 41            | Incomplete        |
| 6                                | 2.1537E+13   | 53511      | Introduction to Criminal Law                          | Apr-21  | 4/9/21       | Unverified   | 4/9/21 5:46   | 0             | Incomplete        |
| 7                                | 2.1537E+13   | 53511      | Introduction to Interior Design                       | Apr-21  | 4/25/21      | Verified     | 6/3/21 7:40   | 624           | Completed         |
|                                  | 2.1537E+13   | 53511      | Certificate in Healthy Aging                          | Apr-21  | 4/20/21      | Verified     | 6/3/21 6:49   | 319           | Completed         |
|                                  | 2.1537E+13   | 53511      | Certificate in Brain Health                           | Apr-21  | 4/20/21      | Verified     | 6/3/21 4:28   | 430           | Completed         |
|                                  | 2.1537E+13   | 53511      | Certificate in Meditation                             | Apr-21  | 4/20/21      | Verified     | 6/3/21 4:53   | 223           | Completed         |
|                                  | 2.1537E+13   | 53511      | Lose Weight and Keep It Off                           | Apr-21  | 4/13/21      | Verified     | 6/3/21 4:56   | 723           | Completed         |
|                                  | 2.1537E+13   | 53511      | Drawing for the Absolute Beginner                     | Apr-21  | 4/7/21       | Verified     | 6/3/21 4:56   | 1186          | Completed         |
| <b>Hedberg Public Library</b>    |              |            |   |         |              |              |               |               | <b>26</b>         |
| 1                                | 2.1828E+13   | 53190      | Introduction to Windows 10                            | Apr-21  | 4/17/21      | Unverified   | 4/20/21 15:20 | 179           | Incomplete        |
| 2                                | 2.1828E+13   | 53546      | Introduction to PC Security                           | Apr-21  | 4/14/21      | Verified     | 5/29/21 22:05 | 4262          | Completed         |
| 3                                | 2.1828E+13   | 53548      | Advanced Fiction Writing                              | Apr-21  | 4/13/21      | Unverified   | 6/7/21 2:23   | 0             | Incomplete        |
|                                  | 2.1828E+13   | 53548      | Mystery Writing                                       | Apr-21  | 4/13/21      | Unverified   | 4/14/21 17:44 | 0             | Incomplete        |
|                                  | 2.1828E+13   | 53548      | Write Fiction Like a Pro                              | Apr-21  | 4/13/21      | Unverified   | 6/7/21 2:23   | 0             | Incomplete        |
|                                  | 2.1828E+13   | 53548      | Writing the Fantasy Novel                             | Apr-21  | 4/13/21      | Unverified   | 6/7/21 2:23   | 0             | Incomplete        |
|                                  | 2.1828E+13   | 53548      | Writing Young Adult Fiction                           | Apr-21  | 4/13/21      | Unverified   | 6/7/21 2:23   | 0             | Incomplete        |
| 4                                | 2.1828E+13   | 53546      | Merrill Ream Speed Reading                            | Apr-21  | 4/13/21      | Unverified   | 4/21/21 20:55 | 125           | Incomplete        |
| 5                                | 2.1828E+13   | 53190      | Photographing People With Your Digital Camera         | Apr-21  | 4/5/21       | Unverified   | 4/12/21 10:08 | 0             | Incomplete        |
| 6                                | 2.1828E+13   | 53546      | Computer Skills for the Workplace                     | Apr-21  | 4/20/21      | Unverified   | 4/20/21 16:21 | 127           | Incomplete        |
| 7                                | 2.1828E+13   | 53545      | Certificate in Food, Nutrition, and Health            | Apr-21  | 3/31/21      | Verified     | 5/17/21 10:32 | 2001          | Completed         |
|                                  | 2.1828E+13   | 53545      | Small Business Marketing on a Shoestring              | Apr-21  | 4/13/21      | Unverified   | 4/27/21 13:37 | 181           | Incomplete        |
| 8                                | 2.1828E+13   | 53548-3662 | Creating WordPress Websites                           | Apr-21  | 4/1/21       | Verified     | 4/20/21 21:05 | 9             | Incomplete        |
|                                  | 2.1828E+13   | 53548-3662 | Introduction to Microsoft Excel 2019/Office 365       | Apr-21  | 4/1/21       | Verified     | 4/20/21 21:21 | 130           | Incomplete        |
| 9                                | 2.1828E+13   | 53545      | Understanding the Cloud                               | Apr-21  | 3/27/21      | Verified     | 6/3/21 19:02  | 5945          | Completed         |
| 10                               | 2.1828E+13   | 53546      | Speed Spanish   | Apr-21  | 4/22/21      | Verified     | 4/22/21 16:31 | 131           | Incomplete        |
| 11                               | 2.1828E+13   | 53545      | Blogging and Podcasting for Beginners                 | Apr-21  | 4/16/21      | Verified     | 4/26/21 10:21 | 242           | Incomplete        |
|                                  | 2.1828E+13   | 53545      | Speed Spanish   | Apr-21  | 4/16/21      | Unverified   | 4/20/21 14:40 | 0             | Incomplete        |
| 12                               | 2.1828E+13   | 53548      | Introduction to Networking                            | Apr-21  | 4/14/21      | Verified     | 5/25/21 6:13  | 2273          | Completed         |
|                                  | 2.1828E+13   | 53548      | Wireless Networking                                   | Apr-21  | 4/14/21      | Verified     | 6/4/21 8:31   | 2927          | Completed         |
| 13                               | 2.1828E+13   | 53511      | Writing Effective Grant Proposals                     | Apr-21  | 1/28/21      | Unverified   | 3/5/21 15:37  | 0             | Incomplete        |
| 14                               | 2.1828E+13   | 61008      | Lose Weight and Keep It Off                           | Apr-21  | 4/14/21      | Verified     | 4/28/21 15:48 | 440           | Incomplete        |
|                                  | 2.1828E+13   | 61008      | Certificate in Mindfulness                            | Apr-21  | 4/14/21      | Verified     | 4/26/21 10:40 | 8             | Incomplete        |
| 15                               | 2.1828E+13   | 53548      | Introduction to QuickBooks Online                     | Apr-21  | 4/5/21       | Unverified   | 4/25/21 14:34 | 208           | Incomplete        |
| 16                               | 2.1828E+13   | 53545      | Write Fiction Like a Pro                              | Apr-21  | 3/29/21      | Verified     | 6/8/21 20:43  | 18536         | Completed         |
| 17                               | 2.1828E+13   | 53545      | Computer Skills for the Workplace                     | Apr-21  | 4/24/21      | Unverified   | 4/25/21 9:38  | 251           | Incomplete        |
| <b>Edgerton Public Library</b>   |              |            |   |         |              |              |               |               | <b>5</b>          |
| 1                                | 2.4511E+13   | 53534      | Introduction to CSS3 and HTML5                        | Apr-21  | 4/15/21      | Unverified   | 4/20/21 14:58 | 396           | Incomplete        |
|                                  | 2.4511E+13   | 53534      | Introduction to JavaScript                            | Apr-21  | 4/15/21      | Unverified   | 4/20/21 12:57 | 0             | Incomplete        |
| 2                                | 2.4511E+13   | 53534      | Start Your Own Small Business                         | Apr-21  | 3/30/21      | Verified     | 6/8/21 5:53   | 2579          | Incomplete        |
|                                  | 2.4511E+13   | 53534      | Introduction to Natural Health and Healing            | Apr-21  | 3/31/21      | Verified     | 6/4/21 9:14   | 2999          | Completed         |
| 3                                | 2.4511E+13   | 53534      | Beginning Conversational French                       | Apr-21  | 4/10/21      | Unverified   | 4/20/21 18:28 | 127           | Incomplete        |
| <b>Eager Free Public Library</b> |              |            |   |         |              |              |               |               | <b>1</b>          |
| 1                                | 2.5353E+13   | 53536      | Real Estate Investing                                 | Apr-21  | 3/31/21      | Unverified   | 4/1/21 12:25  | 0             | Incomplete        |
| <b>Milton Public Library</b>     |              |            |   |         |              |              |               |               | <b>6</b>          |
| 1                                | 2.7462E+13   | 53563      | Speed Spanish   | Apr-21  | 4/16/21      | Verified     | 5/31/21 8:51  | 2488          | Completed         |
| 2                                | 2.7462E+13   | 53563      | Teaching Students With Autism: Strategies for Success | Apr-21  | 3/3/21       | Verified     | 5/21/21 16:34 | 844           | Completed         |
|                                  | 2.7462E+13   | 53563      | Teaching High School Students                         | Apr-21  | 3/3/21       | Verified     | 5/21/21 15:14 | 395           | Completed         |
| 3                                | 2.7462E+13   | 53563      | Fundamentals of Supervision and Management            | Apr-21  | 4/15/21      | Unverified   | 4/15/21 1:08  | 0             | Incomplete        |
|                                  | 2.7462E+13   | 53563      | Speed Spanish   | Apr-21  | 4/15/21      | Unverified   | 4/15/21 1:08  | 0             | Incomplete        |
| 4                                | 2.7462E+13   | 53563      | Keys to Successful Money Management                   | Apr-21  | 4/8/21       | Verified     | 5/24/21 14:20 | 2957          | Incomplete        |

Student Comments

Apr 14 2021 Introduction to Natural Health and Healing I was pleasantly surprised with the quality of the content and how it was presented! I would definitely recommend this course to others!



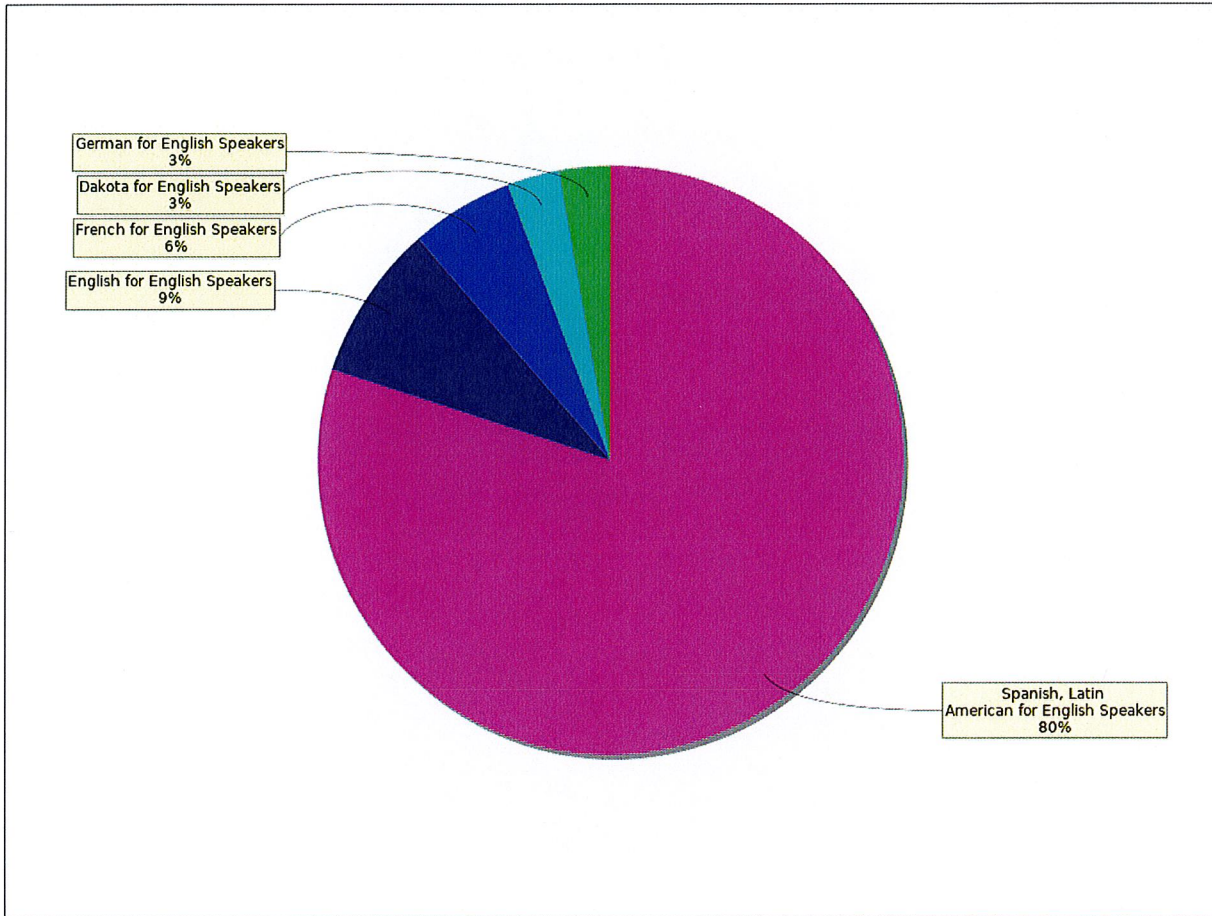
Transparent Language  
May 2021

| Group Code     | Start Date | End Date | Total Sessions | Total Unique Users | Total Registrations | Total Sessions | Total Unique Users | Web Unique Users | Avg. Session Time | Total Session Time | Mobile App Unique Users | Avg. Session Time | Total Session Time | Total Course Downloads | Total Lesson Downloads | KidSpeak Access Count | KidSpeak Unique Users | Avg. KidSpeak Learning Time |
|----------------|------------|----------|----------------|--------------------|---------------------|----------------|--------------------|------------------|-------------------|--------------------|-------------------------|-------------------|--------------------|------------------------|------------------------|-----------------------|-----------------------|-----------------------------|
| system.admin   | 5/1/21     | 5/31/21  | 1              | 0                  | 1                   | 0              | 0:05:55            | 1                | 0:05:55           | 0:05:55            | 0                       | 0:00:00           | 0:00:00            | 0                      | 0                      | 0                     | 0                     | 0:00:00                     |
| system.learner | 5/1/21     | 5/31/21  | 21             | 45                 | 11                  | 1              | 4:05:37            | 13               | 0:17:21           | 3:45:41            | 8                       | 0:02:29           | 0:19:56            | 2                      | 13                     | 0                     | 0                     | 0:00:00                     |
| system.all     | 5/1/21     | 5/31/21  | 22             | 45                 | 12                  | 1              | 4:11:32            | 14               | 0:16:32           | 3:51:36            | 8                       | 0:02:29           | 0:19:56            | 2                      | 13                     | 0                     | 0                     | 0:00:00                     |
| BeloitPL       | 5/1/21     | 5/31/21  | 3              | 7                  | 2                   | 0              | 1:12:52            | 3                | 0:24:17           | 1:12:52            | 0                       | 0:00:00           | 0:00:00            | 0                      | 0                      | 0                     | 0                     | 0:00:00                     |
| ClintonPL      | 5/1/21     | 5/31/21  | 0              | 0                  | 0                   | 0              | 0:00:00            | 0                | 0:00:00           | 0:00:00            | 0                       | 0:00:00           | 0:00:00            | 0                      | 0                      | 0                     | 0                     | 0:00:00                     |
| EagerFreePL    | 5/1/21     | 5/31/21  | 0              | 0                  | 0                   | 0              | 0:00:00            | 0                | 0:00:00           | 0:00:00            | 0                       | 0:00:00           | 0:00:00            | 0                      | 0                      | 0                     | 0                     | 0:00:00                     |
| EdgertonPL     | 5/1/21     | 5/31/21  | 0              | 0                  | 0                   | 0              | 0:00:00            | 0                | 0:00:00           | 0:00:00            | 0                       | 0:00:00           | 0:00:00            | 0                      | 0                      | 0                     | 0                     | 0:00:00                     |
| HedbergPL      | 5/1/21     | 5/31/21  | 11             | 27                 | 3                   | 1              | 1:13:16            | 3                | 0:17:46           | 0:53:20            | 8                       | 0:02:29           | 0:19:56            | 2                      | 13                     | 0                     | 0                     | 0:00:00                     |
| MiltonPL       | 5/1/21     | 5/31/21  | 1              | 6                  | 1                   | 0              | 0:48:47            | 1                | 0:48:47           | 0:48:47            | 0                       | 0:00:00           | 0:00:00            | 0                      | 0                      | 0                     | 0                     | 0:00:00                     |
| OrfordvillePL  | 5/1/21     | 5/31/21  | 2              | 4                  | 1                   | 0              | 0:46:29            | 2                | 0:23:14           | 0:46:29            | 0                       | 0:00:00           | 0:00:00            | 0                      | 0                      | 0                     | 0                     | 0:00:00                     |

# Transparent Language

## Language Usage Report

Start Date: 05/01/2021  
 End Date: 05/31/2021  
 Languages: All Languages for All Languages  
 Reporting Group(s): All Admins (system.admin), All Learners (system.learner), All Users (system.all), Beloit Public Library (BeloitPL), Clinton Public Library (ClintonPL), Eager Free Public Library (EagerFreePL), Edgerton Public Library (EdgertonPL), Hedberg Public Library (HedbergPL), Milton Public Library (MiltonPL), Orfordville Public Library (OrfordvillePL)  
 Membership: Group members from reporting period  
 Content: All Content



Total Access Count: 35

| Language Name                                | Access Count | Calculated Percentage |
|--|--------------|-----------------------|
| Spanish, Latin American for English Speakers | 28           | 80.00%                |
| English for English Speakers                 | 3            | 8.57%                 |
| French for English Speakers                  | 2            | 5.71%                 |
| Dakota for English Speakers                  | 1            | 2.86%                 |
| German for English Speakers                  | 1            | 2.86%                 |

Creative bug  
May 2021

| Date     | Class Title                 | Class Category | Class Duration | Unique Views | Average View | Class Completion |
|----------|-----------------------------|----------------|----------------|--------------|--------------|------------------|
| 2021 May | June Lookbook // 2021       |                | 0.9            | 1            | 0.9          | 1                |
| 2021 May | Daily Creative Art + Design |                | 205.3          | 1            | 3.7          | 0                |
| 2021 May | How to Make Art + Design    |                | 63.6           | 1            | 66.7         | 1                |
| 2021 May | Inspired by B Art + Design  |                | 306.5          | 1            | 4.9          | 0                |
| 2021 May | Manga Draw Art + Design     |                | 106.2          | 1            | 1.7          | 0                |
| 2021 May | Manga Draw Art + Design     |                | 114.5          | 1            | 18.2         | 0                |
| 2021 May | Stamped and Art + Design    |                | 29.1           | 1            | 2.4          | 0                |
| 2021 May | STEAM: Make Art + Design    |                | 40.9           | 1            | 1.4          | 0                |
| 2021 May | Crocheted St Crochet        |                | 42.7           | 1            | 7.1          | 0                |
| 2021 May | Eat Your Fruit Crochet      |                | 168            | 1            | 15.5         | 0                |
| 2021 May | How to Work Crochet         |                | 4.1            | 1            | 12           | 1                |
| 2021 May | How to Work Crochet         |                | 8.4            | 1            | 8.8          | 0                |
| 2021 May | How to Make Knitting        |                | 18.7           | 1            | 18.7         | 1                |
| 2021 May | Furniture Re Paper          |                | 129.4          | 1            | 104.1        | 0                |
| 2021 May | Dear Diary D. Quilting      |                | 137.9          | 1            | 39.9         | 0                |
| 2021 May | Advanced En Sewing          |                | 68.8           | 1            | 15.4         | 0                |
| 2021 May | Bag Design \ Sewing         |                | 159.1          | 1            | 44.6         | 0                |
| 2021 May | Daily Embroid Sewing        |                | 163.1          | 1            | 12.1         | 0                |
| 2021 May | Embroidered Sewing          |                | 166.5          | 1            | 2.6          | 0                |
| 2021 May | Embroidery \ Sewing         |                | 86.6           | 1            | 4.6          | 0                |
| 2021 May | Free-form N Sewing          |                | 83             | 1            | 43.3         | 0                |
| 2021 May | Gathering and Sewing        |                | 7.5            | 1            | 14.4         | 0                |
| 2021 May | How to Wax Sewing           |                | 13.7           | 1            | 27.4         | 1                |
| 2021 May | Kid's Embroid Sewing        |                | 39.2           | 1            | 3.5          | 0                |
| 2021 May | Make an Emb Sewing          |                | 45.1           | 1            | 19.9         | 0                |
| 2021 May | Sew a Snap- Sewing          |                | 63.5           | 1            | 5.6          | 0                |
| 2021 May | Sewing Essentials Sewing    |                | 44.9           | 1            | 18.9         | 0                |
| 2021 May | Simplicity Sewing           |                | 45.8           | 1            | 1.4          | 0                |
| 2021 May | Thread Paint Sewing         |                | 106.2          | 2            | 132.3        | 0                |

Creative bug  
May 2021

itions



| Beloit      | Total Usage | Database Usage | Writing Lab | Unique Visits |
|-------------|-------------|----------------|-------------|---------------|
| january     | 11          |                | 11          | 0             |
| february    | 8           |                | 0           | 0             |
| march       | 3           |                | 3           | 0             |
| april       | 0           |                | 0           | 0             |
| may         | 0           |                | 0           | 0             |
| june        |             |                |             |               |
| july        |             |                |             |               |
| august      |             |                |             |               |
| september   |             |                |             |               |
| october     |             |                |             |               |
| november    |             |                |             |               |
| december    |             |                |             |               |
|             | 22          |                | 14          | 0             |
|             |             |                |             | 10            |
| Clinton     | Total Usage | Database Usage | Writing Lab | Unique Visits |
| january     | 0           |                | 0           | 0             |
| february    | 0           |                | 0           | 0             |
| march       | 5           |                | 5           | 0             |
| april       | 0           |                | 0           | 0             |
| may         | 0           |                | 0           | 0             |
| june        |             |                |             |               |
| july        |             |                |             |               |
| august      |             |                |             |               |
| september   |             |                |             |               |
| october     |             |                |             |               |
| november    |             |                |             |               |
| december    |             |                |             |               |
|             | 5           |                | 5           | 0             |
|             |             |                |             | 1             |
| Eager Free  | Total Usage | Database Usage | Writing Lab | Unique Visits |
| january     | 0           |                | 0           | 0             |
| february    | 0           |                | 0           | 0             |
| march       | 3           |                | 3           | 1             |
| april       | 0           |                | 0           | 0             |
| may         | 0           |                | 0           | 0             |
| june        |             |                |             |               |
| july        |             |                |             |               |
| august      |             |                |             |               |
| september   |             |                |             |               |
| october     |             |                |             |               |
| november    |             |                |             |               |
| december    |             |                |             |               |
|             | 3           |                | 3           | 1             |
|             |             |                |             | 1             |
| Edgerton    | Total Usage | Database Usage | Writing Lab | Unique Visits |
| january     | 0           |                | 0           | 0             |
| february    | 0           |                | 0           | 0             |
| march       | 7           |                | 7           | 0             |
| april       | 0           |                | 0           | 0             |
| may         | 0           |                | 0           | 0             |
| june        |             |                |             |               |
| july        |             |                |             |               |
| august      |             |                |             |               |
| september   |             |                |             |               |
| october     |             |                |             |               |
| november    |             |                |             |               |
| december    |             |                |             |               |
|             | 7           |                | 7           | 0             |
|             |             |                |             | 2             |
| Hedberg     | Total Usage | Database Usage | Writing Lab | Unique Visits |
| january     | 10          |                | 10          | 0             |
| february    | 0           |                | 1           | 0             |
| march       | 15          |                | 15          | 0             |
| april       | 0           |                | 0           | 0             |
| may         | 56          |                | 56          | 0             |
| june        |             |                |             |               |
| july        |             |                |             |               |
| august      |             |                |             |               |
| september   |             |                |             |               |
| october     |             |                |             |               |
| november    |             |                |             |               |
| december    |             |                |             |               |
|             | 81          |                | 82          | 0             |
|             |             |                |             | 12            |
| Milton      | Total Usage | Database Usage | Writing Lab | Unique Visits |
| january     | 0           |                | 0           | 0             |
| february    | 0           |                | 0           | 0             |
| march       | 5           |                | 5           | 0             |
| april       | 17          |                | 17          | 0             |
| may         | 0           |                | 0           | 0             |
| june        |             |                |             |               |
| july        |             |                |             |               |
| august      |             |                |             |               |
| september   |             |                |             |               |
| october     |             |                |             |               |
| november    |             |                |             |               |
| december    |             |                |             |               |
|             | 22          |                | 22          | 0             |
|             |             |                |             | 3             |
| Orfordville | Total Usage | Database Usage | Writing Lab | Unique Visits |
| january     | 0           |                | 0           | 0             |
| february    | 0           |                | 0           | 0             |
| march       | 0           |                | 0           | 0             |
| april       | 0           |                | 0           | 0             |
| may         | 0           |                | 0           | 0             |
| june        |             |                |             |               |
| july        |             |                |             |               |
| august      |             |                |             |               |
| september   |             |                |             |               |
| october     |             |                |             |               |
| november    |             |                |             |               |
| december    |             |                |             |               |
|             | 0           |                | 0           | 0             |
|             |             |                |             | 0             |
| Total       | Total Usage | Database Usage | Writing Lab | Unique Visits |
|             | 140         |                | 133         | 1             |
|             |             |                |             | 29            |



***Transmitted via email***

Mr. Adam Dinnes, President  
Arrowhead Library System Board of Trustees  
430 E. High Street, Suite 200  
Milton, WI, 53563

-and-

Ms. Laurie Kant-Hull, President  
Lakeshores Library System Board of Trustees  
29134 Evergreen Drive, Suite 600  
Waterford, WI, 53185

Dear Ms. Kant-Hull and Mr. Dinnes,

We write jointly to inform you that the library director's committees of Lakeshores Library System (LLS) and Arrowhead Library System (ALS) have both voted in support of exploring a merger of the two library systems. These respective votes of support follow years of deepening collaboration between the two library systems, to a point where many of the services we offer are now deeply intertwined. It is our belief that it is a logical next step to consider a merger between the two systems. Based on our shared perception and feedback from member libraries of both systems, the formation of a three-county federated public library system could enhance the framework of support services available to public libraries in the region in a number of ways, including:

- Increasing the amount of system funding that directly supports current service programs to member libraries (and, thus, the residents of all three counties);
- Introducing new service programs to address previously unmet needs;
- Combining two system staffs with complementary skill sets;
- Reducing overhead costs through a gradual reconstruction of system assets;
- Enhancement of county-level intergovernmental cooperation and expanding county partnerships in areas such as workforce development;
- Addressing recommendation #3 of the [Public Library System Redesign Project](#);
- Providing a blueprint for other regional public library systems to follow in undertaking other voluntary regional consolidation efforts.

To this end, we wish to make several recommendations to the boards of trustees of ALS and LLS:

1. **Joint Exploration Committee.** We recommend that two trustees from each system board, and up to two library directors from each system be appointed to form a joint exploration committee.
2. **Charge of the Exploration Committee.** We suggest that this committee be given two primary responsibilities.
  - a. The first responsibility we envision is the creation of a roadmap for merging the systems. This roadmap could be developed with the assistance of a third party, and we recommend the [Wils agency](#) for this work.
  - b. The second responsibility we envision is for the exploration committee to provide an ultimate recommendation to both system boards as to whether the systems should complete the process of merging over 2022, and “going live” with a merged system on January 1, 2023.
3. **Implementation Committee.** Should the two system boards approve a merger based on the recommendations of the exploration committee, the group could then be transitioned to an *implementation* committee tasked with developing a communication plan, crafting policy recommendations, and creating other preparatory documentation in advance of a new system “going live”.

Utilizing an implementation committee to develop a set of recommended policies available to a new board of trustees would streamline the process of starting up a new system because the new board would not necessarily need to start from scratch. Rather, the new board would have a “toolbox” of policy recommendations that could be rapidly adopted. Any new system board would have no obligation to accept policy recommendations developed prior to the merger, however would be highly incentivized to take advantage of work done in good faith to prepare for the new system.

In closing, we look forward to working with you jointly on this project. It is our belief that no two systems in Wisconsin are better poised to embark on this journey than ALS and LLS. We see clear benefits for each stakeholder group (county residents, member libraries, and county governments), and we believe the member libraries share this view.

As various discussions about this project unfold at the system board level, we look forward to working with you to answer your questions, amplify your comments, and explore your concerns. Please let us know how best we can continue to be at your service.

Sincerely,

[Cordially Signed]

Steven Platteter and Steve Ohs, Directors  
Arrowhead Library System and Lakeshores Library System

CC - Robert N. Miller, Supervisor  
Racine County

Mark Lubberda, Administrator  
Walworth County

Richard Bostwick, Chair  
Rock County Board of Supervisors

Ben Miller, Director, Library Services Team  
Wisconsin Department of Public Instruction

Shannon Schultz, Consultant, Library Services Team  
Wisconsin Department of Public Instruction

Bruce Smith, Library Services Projects Coordinator  
Wisconsin Department of Public Instruction



## **DPI FAQ: Emergency Connectivity Fund**

Revised 6/4/2021

The ECF program supports connected devices and/or internet service sufficient or adequate to meet the future remote learning needs of students, school staff, and library patrons.

Schools will have to decide if their replacement of connected devices is consistent with the [Order's language](#).<sup>1</sup> The FCC will very likely make clarifications to the program rules going forward, so please check back to this FAQ to learn of any updates to the questions that are still outstanding or to get further clarification on some of our assumptions.

### **1: Funding Period and Application Windows**

There will be an initial 45-day application window for purchases of eligible equipment/services between July 1, 2021 to June 30, 2022. If money remains, a retroactive window may be opened to reimburse eligible purchases that were made from March 1, 2020 through June 30, 2021.

Note: The FCC retained the option to open a second "prospective" filing window in lieu of a retroactive window should demand from the first window be much lower than expected.

#### **1.1: Can we apply for monthly fees incurred after July 1, 2021 for mobile hotspots we already have on hand and used last year?**

Yes.

#### **1.2: If items were ordered and delivered before July 2021 but invoiced after July 1, 2021, would they be eligible for reimbursement?**

No. Any expenses incurred before July 1, 2021 or devices received before July 1, 2021 are not eligible for ECF funding.

#### **1.3: If my district purchased Wi-Fi hotspots during the pandemic and entered a service contract that runs into the FY 2021 year, would the monthly internet service be eligible beginning July 1, 2021?**

Yes, through June 20, 2022.

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<sup>1</sup> For example, in the Order, see paragraph 81 and footnote 229.

**1.4. Can we use these funds for renewal of an existing contract for hotspots that are set to expire in January of 2022?**

Yes, through June 30, 2022. Hotspot service after July 1, 2022 is not eligible for reimbursement. Thus, if your contract extends after July 1, 2022, your district will need to fund the costs of this from non-ECF sources.

**1.5. For devices that are leased, can we get reimbursement for payments made last year or only payments due July 1, 2021 to June 30, 2022?**

As of June 4, 2020, the FCC had not yet determined whether leases will be eligible under ECF.

**1.6. How many years worth of the data plan are eligible to submit with each hotspot request?**

One year, from July 1, 2021 through June 30, 2022.

**1.7 If you do not purchase the devices until the funding is approved, is it possible that your funding could be prorated for only the number of months you will "own" the device. For example, if funding is approved November 1, you would have the device for 8 of the 12 months and they would only provide 75% of the funding?**

Funding will cover 100% of eligible expenses. For example if a device (e.g., tablet) costs \$300 you will be reimbursed for \$300 even if the device is not purchased until November 1. If internet is provided to a household as of November 1, then you will be reimbursed for the cost of this service from Nov 1, 2021 through June 30, 2022.

**1.8: Is there an application we can print? I would like to be prepared when the application window opens.**

As of June 4, 2021, no application is available for review. The FCC released [draft Form 471 questions](#) in mid-May, but the final form will likely contain differences.

## **2. Eligible Entities**

Schools and libraries eligible for E-rate will be eligible for ECF funding. All tribal libraries are eligible for ECF funding. Entities do not need to be currently participating in E-rate to apply for ECF.

## **3. Eligible Locations**

Any off-campus location where education is occurring, such as community centers, etc. (not just the home). Wireless service for school buses and bookmobiles to bring internet to students and library patrons that lack sufficient broadband is also eligible. Devices are to be used primarily at off-campus locations, like households. However, students, staff, and patrons are permitted to bring such devices to the school or library.

**3.1 If we have a 1-1 program, and the devices go home for use but not virtual full time, does that qualify if the student is in person?**

Yes. As stated above devices are to be used primarily at off-campus locations but they can be used in schools or libraries. The Order does not provide a time of day or minimum number of days when students are required to use the devices for remote learning (e.g. homework, blended, full time online). It makes clear that connected devices that are purchased for the purpose of the ECF Program (i.e., off-campus instruction) can also be used on campus as schools and libraries begin to reopen. However, the Order also states that using the ECF to purchase devices to be used solely on campus is not allowed (paragraph 53).

**3.2 What does it mean to say that laptops checked out by libraries must support remote Wi-Fi learning?**

“Remote learning” does not mean some type of formal education. Any service provided at a library counts as remote learning when done in patron homes. Thus, libraries should interpret this very liberally.

**3.3 What will happen to the ownership of the devices after the ECF funding ends? Will the library or school own the items? Or will they need to be continued only as remote learning devices?**

Schools and libraries will own devices that they have received ECF reimbursement for. The devices can be used in schools or libraries as long as they are also used at home. The ECF Order does not provide a minimum age for a connected device a library or school may now have before it may be replaced and paid for with ECF money. However, the Order prohibits selling, reselling, or transferring ECF purchased equipment for three years after purchase (Paragraph 135). We think since the FCC uses a three-year timeframe that likely schools and libraries can use this same time-frame for device replacements.

**3.4 Is Wi-Fi on busses covered?**

Yes. Any off-campus location where education is occurring, such as community centers, etc. is eligible (not just the home). Wireless service for school buses and bookmobiles to bring internet to students and library patrons that lack sufficient broadband is also eligible.

## 4. Determining Need

The core intention of the Emergency Connectivity Fund is to provide students, staff, and library patrons *"who would otherwise lack access to connected devices and broadband connections sufficient to engage in remote learning during the upcoming school year"* with internet access and connected devices. (ECF Order, paragraph 4.)

Additionally, Footnote 229 says: *"We recognize that many school districts operate 1:1 device initiatives and may provide devices to all students regardless of need. In light of the admittedly substantial, but still limited, funding available through the Emergency Connectivity Fund, we do not think it is appropriate to support the purchase of devices or services for students that already have access to an adequate device."* (ECF Order, paragraph 81)

However, the FCC has declined to provide metrics to more specifically define sufficient need. Instead, the Order uses the criterion of "reasonableness" to determine need. The most frequently asked questions have to do with determining need. Although we are not able to give definitive answers to many of these questions, we recommend that schools and libraries make only ECF requests that they will be able to defend as reasonable, related to the italicized language above from paragraph 4.

### **4.1: Can we replace old dilapidated student devices with new ones using these funds? They will need a computer capable of supporting video conferencing if we need to shut down again.**

The Order supports purchases of laptops sufficient for remote learning for students, staff, and library patrons who would otherwise lack access to them. If videoconferencing is required to sufficiently engage in remote learning, then the replacement you describe is supported. And as stated above, since the FCC uses a three-year timeframe that likely schools and libraries can use this same time-frame for device replacements.

More generally, schools and libraries that seek reimbursement for replacement laptop, tablets, or Chromebooks must be able to demonstrate that 1) the school-provided laptops they are replacing are no longer sufficient to support remote learning, and 2) that the students who are receiving the replacement laptops would otherwise not have access to a device sufficient for remote learning in their school setting.

### **4.2: We currently provide devices 1:1 at our 6-12 Grades that are leased. Would that payment be a qualified expense?**

As of June 4, 2020, the FCC had not yet determined whether leases will be eligible under ECF.



**4.3: If we are using it for devices, is the ECF funding for only those students we know that don't have connectivity at home?**

See 4.1. Sufficiency or adequacy of internet access and laptops, and eligibility for them under ECF, are considered separately. Students who lack sufficient internet access are eligible to receive ECF funding for home internet service or hotspots with data plans to increase their internet access speed or quality to the point that it is "sufficient" to meet their educational needs. Students that currently have laptops that are insufficient to meet their educational needs are eligible to receive a new laptop via ECF, whether or not they have sufficient internet access at home. "Sufficiency" as described in red above is subject to interpretation -- applicants should be prepared to make a reasonable case.

**4.4: If a district has 100 devices currently serving students, but they will be obsolete (i.e. 3 years old or greater) at the end of this year, could the district purchase & apply for ECF funding for that needed "refresh" of devices?**

See 4.1 above.

**4.5: We are a 1:1 district that purchased laptops and tablets during the ECF window. Am I correct in saying we could seek reimbursement for laptops and tablets purchased during this window as long as the total # of devices we are seeking reimbursement for does not exceed the total number of students who don't have devices at home as indicated in our WISEdash for Districts Digital Equity information? Put another way, if we purchased 1000 devices and we have 200 students indicating they have no device at home, we could seek reimbursement for 200 out of 1000?**

Yes. For laptops purchased and received during the funding period, data from the Digital Equity survey showing that 200 students lack a sufficient device at home this would likely be considered reasonable justification for purchasing 200 devices. Note that the funding period begins July 1, 2021, so any items purchased or received before that date are not eligible for reimbursement.

**4.6 Which specific question, and what information in that question, within the WISEdash for Districts [Digital Equity Data](#) should we use to indicate how many students don't have device access at home?**

Districts can use Digital Equity Data questions 4 & 5 and/or other data collected by the district to justify need. See 4.1 for additional information about justifying ECF requests for laptops.

**4.7: We are a 1:1 school district for the reason we want equitable/quality access to devices for homework, outside of school learning, etc. Can all 1:1 devices be covered under this reimbursement? Some students may have a phone, shared device at home, etc. but 1:1 provides equitable and quality tools to support learning.**

Students who do not have access to a device sufficient to support remote learning at home can use ECF-funded devices. The FCC said phones are not ECF eligible because they are insufficient for remote learning. Thus, it is very likely that students now using phones for remote learning can have them replaced with ECF funded devices. Applicants must be prepared to explain why shared devices are not sufficient to support remote learning within the context of the school's education program. See questions 17 and 18 above for additional information about justifying ECF requests for laptops.

**4.8: We do not have our student information system setup to gather or submit data for the Digital Equity Data. I'm concerned that unless we quickly do some kind of survey, we will not have any kind of documentation for our funding request. Would you recommend we send out a brief survey? We have spreadsheets of the people who requested devices for home use during the times we had to go virtual. Would that serve as documentation?**

It is possible that data you have gathered about students who requested devices at home would be sufficient. A draft version of the Form 471 indicates that applicants will be required to answer a set of questions (not yet available as of June 4, 2021) on the ECF Form 471 application regarding specific unmet needs. It also indicates that applicants will be asked to provide a narrative of how they obtained the data to answer the questions and the timing of the data collection. Applicants can upload documentation along with their responses. While libraries are not required to provide such documentation they still need some way, even an educated guess, to estimate how much funding they will need as part of their application. However, this appears to be inconsistent with paragraph 82 of the Order, which indicates that library applicants are not required to conduct a needs survey before applying.

**4.9: Can this funding be used to reimburse the district for 1:1 devices and other qualified equipment currently supplied to Free and Reduced students/families?**

The Order specifically states that students eligible for Free and Reduced lunch are not automatically eligible for laptops or internet service funded via the ECF. (ECF Order, paragraph 81, footnote 231). In addition, any purchases made before July 1, 2021 are not eligible for reimbursement. Data from questions 4 and 5 of the Digital Equity survey, or from other surveys about student internet access or laptops, can be used to support requests for ECF funding. See 4.1 for additional information about how to support requests for laptops.

**4.10: Because of COVID, we purchased devices to be 1:1 for our 4K-12 District. Also, we purchased hotspots to help students w/o internet access in their homes. We will be full in-school next year with no option for remote learning. My question: Because we are providing the above items, are the ECF funds intended for us to purchase devices and internet access for households that do not have their own devices/internet access in their households?**

Yes. The ECF funds are intended as you describe. Laptops and hotspots purchased by the school to checkout to students for use at home are eligible for reimbursement, as long as the students who use them would otherwise lack access to devices and service sufficient for remote learning. (See 4.1 for more information.) The Order states that as schools reopen, devices that students take home can also be used at school. Note that any-expenses incurred before July 1, 2021, or devices received before July 1, 2021 are not eligible for ECF funding.

**4.11: Can the family requesting Internet access be used to justify providing service?**

Yes.

**4.12: Will there be templates for a library patron to sign?**

Yes. Patron affirmations of eligibility can use the following language. Patron signature is not required; initials are sufficient. This can be a paper form or electronic form.

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Eligible use of equipment and services funded by the federal Emergency Connectivity Fund (ECF) Program

The equipment and services funded by the ECF can only be provided to patrons who do not have access to equipment or services sufficient to access the internet. By initialing this statement I declare I do not have access to such equipment or services.

\_\_\_\_\_  
Patron Initials                      Date

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**4.13 I am concerned about requiring library patrons to sign that they 'really need' the equipment.**

Unfortunately, this is a requirement of the ECF program. We hope that the sample language provided in 4.12 is palatable. The good news is that libraries do not have to provide any verifying documentation that the patron's statement of having no device or internet access is correct.



**4.14 If there is one library in a school district, may that library include the digital equity data the school district has gathered to support the library's request for funds?**

Yes. Libraries should consider that there are many more households in a school district than there are student households, and might consider extrapolating from student data to account for the difference.

**5. Eligible Students/Staff/Library patrons**

Students, staff or library patrons who otherwise do not have sufficient internet access or access to a connected device to engage in remote learning. Library patrons must sign a statement attesting to this need.

**5.1: We are hoping to put in a laptop order for staff to provide improved access to support virtual learners. Would this qualify?**

Yes. This should be restricted to staff who are directly involved in instruction, and do not have their own laptop. USAC and the FCC might be doubtful of an application that requests laptops for a large portion of their staff, since it is expected that most staff already have a personal laptop and internet access.

**5.2: To be eligible under ECF does the invoice for internet at student/teacher/staff home need to be paid by the district to the service provider or the invoice paid by the end user in their name is eligible?**

Only schools and libraries are allowed to apply for reimbursement of eligible expenses that they have incurred. The end user, that is students, staff, families, or library patrons, are not in any way involved in the reimbursement or invoicing process. Furthermore, State law prohibits schools from charging fees to families for technology, including internet access. Like the regular E-rate program, service providers can also offer schools and libraries a discount on devices or internet access and then apply for reimbursement. However, providers must agree to do this and likely not many will.

**5.3 Can a filtering appliance, service, (or both) be eligible for ECF (and for E-rate)? It would seem odd that it is a requirement but not eligible.**

It does seem odd, but filtering is not an eligible expense in E-rate or ECF. It is an unfunded mandate.

## 6. Eligible Equipment

Laptops/tablets, Wi-Fi hotspots, modems, and routers, including cellular air-cards. Components that are sold with the equipment such as cords and chargers are also eligible.

### **6.1: When they say Router do they mean the school router/firewall and if so would switches also apply?**

Networking equipment that is installed on school premises is not eligible for ECF funding unless it is part of the school's network that extends internet service to student homes. However, the Order makes it clear that if a commercial internet service is available the school or library must use that service. (Note: E-rate Category Two covers school premisis network equipment.)

### **6.2: For the max cost of \$250 eligible per hotspot, does this include the costs for cases, tags, charging stations and other circ material costs in addition to the cost of the equipment?**

No, these additional costs are not eligible.

### **6.3 Could we purchase public internet computers or upgrade them?**

No. ECF only pays for portable connected devices (e.g., laptops, tablets) that will be used primarily in student or patron homes. The program does not pay for larger desktop computers.

## 7. Eligible Services

Generally, DSL, cable modem, leased lit fiber, wireless services (e.g., fixed wireless, microwave, satellite, and mobile wireless) are eligible services. Installation, activation, and initial configuration costs, taxes, shipping charges, and other reasonable fees incurred with the purchase of the eligible equipment and services also are eligible.

### **7.1: We purchased Wi-Fi hotspots during the pandemic however for the 2021-2022 school year, we are unsure if we will need to activate service for any families at this point for next year. Is it okay to apply for service for a small number of hotspots, say 6-10? If so, would we need to make a decision once the FCDL is received? Or by the time the reimbursement window closes?**

You need to decide by the application window. If you apply and are approved for data service that you end up not needing, simply do not request reimbursement for the unused service. However, you should not make an unreasonable request just to be "safe."

### **7.2: If the bill includes phone and fax will that be okay?**

No. Phone and fax services cannot be reimbursed. The cost of internet service must be itemized on the bill, and is the only eligible expense.

## **8. Eligible Uses**

Eligible equipment/services must be used primarily for educational purposes. Schools and libraries are permitted to allow the use of eligible equipment/services for other purposes when they are not needed for educational purposes in the first instance. Schools and libraries are required to restrict access to eligible connected devices to only those students, school staff, and library patrons that now lack a device or internet access sufficient to meet their needs.

### **8.1: If patrons use laptops for educational courses online how would we document this or show this?**

Neither the library nor patrons are required to document how patrons use laptops that they check out. Under ECF, any use that would be considered a service provided by the library is an eligible use at home.

## **9. Equipment/Service Funding caps**

A \$400 cap on laptops/tablets and \$250 cap on Wi-Fi devices. If equipment costs more than these caps, ECF will pay up to the cap. Applicants may request a waiver of the \$400 cap for laptops/tablets for students with disabilities, if needed. All other equipment/services are proposed to be reimbursed at 100% (no funding caps or discount matrix applied). There is an expectation that internet access service will generally cost between \$10 and \$25 per month. This is lower than actual costs in Wisconsin, in many cases substantially less. Applicants should request the amount that they actually pay for internet access.

### **9.1: Is the cost for internet connectivity for hotspots included in the \$250 reimbursement, or will there be a separate dollar amount that will be allowed for the cost of internet connectivity?**

The \$250 reimbursement cap applies to the hotspot device only. There is no cap on the cost of a data plan. We recommend that schools and libraries use the CESA Purchasing [Digital Learning Bridge](#) statewide discount program to purchase wired service or hotspot data plans with unlimited data.



## **9.2: How do we know the max amount our school is eligible for?**

There is no limit for how much a school or library can apply for, although there is a reimbursement cap of \$250 for hotspot devices (data plans are separate and have no limit), and of \$400 for laptops.

## **10. ECF vs. EBB**

The Emergency Connectivity Fund (ECF) and the Emergency Broadband Benefit (EBB) have different but complementary purposes.

### **10.1: Is it better for students/households to get funding for their internet access through the school via ECF or directly via EBB?**

The EBB Program is a temporary, direct to consumer discount program in which eligible consumers can receive a discount on their internet bill of up to \$50/month and \$75/month on tribal lands. The program will end six months after the health emergency ends or when the funds are depleted, whichever occurs first. At the end of the EBB Program consumers will have to opt-in to continue internet service at whatever the undiscounted rate that is charged by their provider.

Schools that want to ensure that their students have internet access for remote learning for the entire 2021-22 school year can apply for ECF to get reimbursed at 100% for the service to the eligible student's home for internet services between July 1, 2021 and June 30, 2022. Under most circumstances DPI thinks the ECF is a better program to address the needs of unconnected students and patrons.

## **11. Limitations on # Devices/Internet Connections**

No more than 1 fixed broadband internet access connection (such as a cable modem internet) per location is permitted. No more than 1 laptop/tablet and no more than 1 Wi-Fi hotspot per student, school staff member, or library patron is permitted. While the Order limits fixed broadband services to one connection per-location, the limitation on Wi-Fi hotspots or devices is one per-person. Schools and libraries must certify they recognize these restrictions as part of their application for funding. In addition, they must retain documentation of the reasonable measures taken to determine who needed laptops/tablets and internet. ECF Order, paragraph 55.)

## 12. Construction of New Networks

Where applicants can prove there is no commercially available internet access available, funding to build such networks is permitted. Applicants will have to provide clear evidence demonstrating how they determined that an existing fixed or mobile broadband network was not available, and that they sought service from existing providers, and that those providers were unable or unwilling to provide services sufficient to meet the remote learning needs.

Note: DPI thinks that for most districts and libraries proving there is no commercial service available will be difficult.

Eligible costs are:

- Monthly charges, special construction, installation and activation charges, modulating electronics and other equipment necessary to make a broadband internet access service functional ("Network Equipment") and maintenance and operation charges.
- Special construction is defined as construction of network facilities, design and engineering, and project management.
- Customer premises or end-user equipment to receive datacasting services.

Note: Dark fiber and electronics to light dark fiber are NOT eligible.

### **12.1: Can we get creative and build some towers on school property for fixed-wireless connectivity to reach homes that don't have commercial ISPs available?**

ECF funding will cover the cost of building networks. Schools will need to be able to demonstrate that there is no commercial provider available, and likely will be challenged on this from providers.

## 13. Ineligible Equipment/Services

A list of ineligible equipment and services is in Appendix B of the Order. These include: Smartphones, desktop computers, spare equipment/parts, software, user licenses, filtering, firewalls, firewall services that are purchased separately and are not included in the base price for the equipment, Back-up power equipment (e.g., back-up batteries, redundant power cords, uninterruptible power supply (UPS), generators, and surge protectors, etc.), cybersecurity tools (including, for example, virtual private network (VPN) licenses, network monitoring, separate costs for non-connected accessories (e.g., headsets, cases, mouse pads, cable clips, laptop bags, tablet stands, wall mounts, and charging stations, etc.), voice services, standalone cameras and microphones, technical support, maintenance costs, separate costs for warranties and protection plans, video conferencing equipment and related software subscriptions (e.g., Zoom subscriptions), and learning management systems.

**13.1: Would Chromebook management licenses be reimbursed?**

No. Software, user licenses, filtering and firewall services that are purchased separately and are not included in the base price for the equipment are ineligible.

**13.2: Do you know if cases are included for the devices (Chromebooks)?**

Cases are not an eligible item for ECF.

**13.3: Is device insurance covered?**

No.

## **14. Leases**

The FCC has not yet determined whether leased equipment will be eligible for reimbursement. Applicants should not request funding for leased equipment unless they are certain that they will be able to cover costs if funding is not approved.

**12.1: Is leasing of laptops eligible?**

As of June 4, 2020, the FCC had not yet determined whether leases will be eligible under ECF.

**14.3 On a lease - say it is for 100 devices. Would the amount of the lease payment that would be eligible be determined by the number of devices that are given to students that would meet the criteria?**

If lease expenses are deemed eligible, yes.

## **15. Competitive Bidding**

No separate ECF competitive bidding requirements will be imposed (for retroactive or future purchases). But schools and libraries must comply with state and local bidding requirements.

## **16. Application and Reimbursement Process**

Applications will be submitted in the E-rate EPC Portal and will utilize ECF versions of the Form 471, Form 472 BEAR, or Vendor Form 474 SPI. There will be no separate Form 486. The initial application window is expected to open in mid-late June. USAC will review applications and issue FCDLs. Appeals must be submitted within 30 days.



After receiving a funding commitment decision letter (FCDL), applicants will pay for services/equipment and then submit reimbursement requests via a modified Form 472 (BEAR) system within 60 days of the FCDL date or service delivery date, whichever is later. Copies of detailed vendor invoices must be submitted with the BEAR form. If an applicant cannot afford to pay the vendor in full and then seek reimbursement from ECF they have two options:

a) The school/library may request a 'prepayment' through the BEAR process after which the ECF prepayment must be remitted to the vendor within 30 days. Applicants will be required to submit proof to USAC that the service provider has been paid.

b) The school/library may request the service provider to seek reimbursement directly from the ECF fund using a modified Form 474 SPI Form. Service providers are not required to comply with this request. Applicants must specify on the Form 471 application whether the applicant or service provider will be doing the invoicing. If an applicant indicates that the service provider will be doing the invoicing, the applicant will have to submit evidence of the service provider's willingness to do so.

#### **16.1: Is this only reimbursement - or will there be a SPI option like ERate offers?**

There is a SPI option, but only if vendors agree to it.

#### **16.2 Should individual libraries get an EPC Account or can System as a unit get an account?**

Any entity that plans to apply, whether a library system or individual library, must have an EPC account. This includes individual schools or libraries that are part of a larger consortium application.

#### **16.3: Can library systems apply on behalf of libraries?**

Yes, if the system forms a consortium of member libraries.

### **17. CIPA**

ECF rules clarify that for CIPA compliance, all school/library owned computers must be filtered, regardless of whether used on or off campus. \*with the exception for applicants that are not required to be CIPA compliant because they do not receive E-rate funding for internet or internal connections (Category 2) and will not receive ECF funding for services. (ECF Order, paragraphs 111 and 112)

Schools and libraries should ensure that their Acceptable Use Policy and filter fulfill this obligation to filter school/library owned computers regardless of whether they are used on or off campus.

**17.1 If a library is on BadgerNet, does that count as receiving E-rate for internet?**

No. BadgerNet is a transport service only, not internet access. Per the FCC, CIPA does not apply to transport services.

**17.2 If you use ECF funds to purchase hotspots for a library, can a patron also checkout a mobile device (notebook) that was paid with other funds from the library?**

Yes, any library that purchases hotspots with ECF funds must be CIPA compliant even if the device was paid with other funds. This means the library must filter all library owned devices regardless of the funding source and their location.

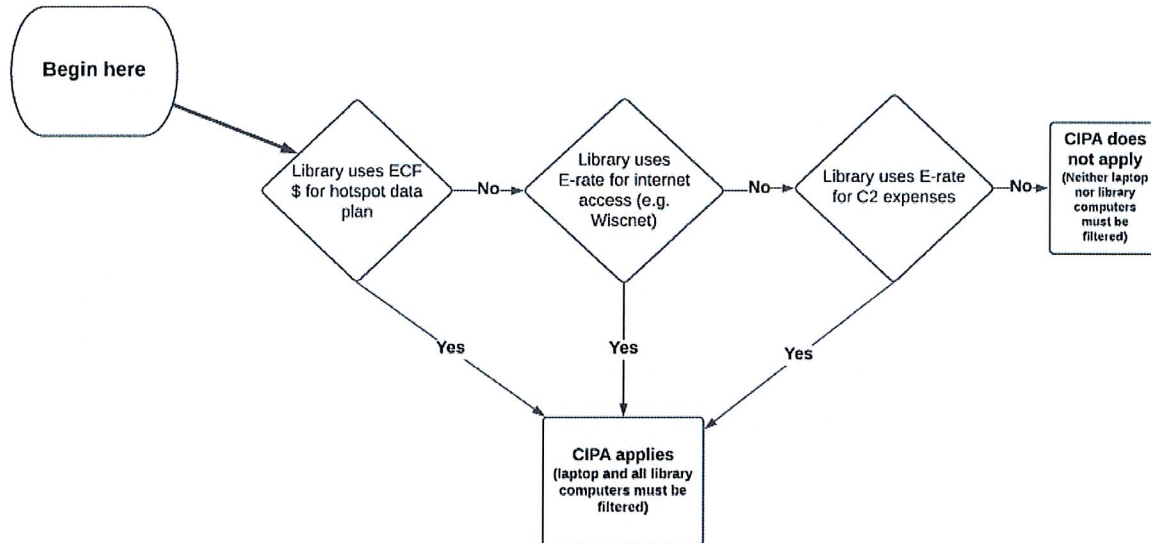
**17.3 As we know, these changes for public libraries with CIPA compliance is a one-time waiver. Do we know if the FCC is making permanent revisions moving forward for E-rate funding?**

The FCC has not granted any CIPA waiver but they have clarified that: (a) CIPA applies to all school and library owned computers, regardless of whether used on or off campus, and (b) CIPA does not apply to student or patron owned computers regardless of where they are used. This clarification will apply to E-rate going forward. Because of this clarification, all schools or libraries that receive ECF or E-rate funding for internet service, or E-rate funding for Category 2 expenses, must filter school or library owned laptops provided to students or patrons for home use, regardless of the funding source of the laptops.

Use the flowchart below to answer questions about CIPA requirements. The chart references libraries because most schools are already CIPA compliant.

**Laptops for patron checkout: Does CIPA apply?**

("CIPA applies" means laptops must be filtered as well as all library computers.)



## 18. Prioritization if Demand > Available Funds

Should demand exceed available funds in any ECF filing window, applications will be prioritized based on the applicant's E-rate discount, which is adjusted to be 5% greater in each discount band for rural applicants (see chart below). If there is not enough money to fund the entire discount band, then the applicants' NSLP % will be used to allocate funds until depleted. In this case and at some point, applicants in the lower discount bands will receive no funding.

| Emergency Connectivity Fund Prioritization Matrix        |                |                |
|--|----------------|----------------|
| % of students eligible for National School Lunch Program | Urban Discount | Rural Discount |
| < 1.....   | 20             | 30             |
| 1-19.....  | 40             | 55             |
| 20-34.....   | 50             | 65             |
| 35-49.....   | 60             | 75             |
| 50-74.....   | 80             | 85             |
| 75-100.....  | 90             | 95             |

**18.1: Did I read it right, that reimbursement could be based on our current E-rate discount rate?**

The E-rate discount rate will only be used to prioritize applications if ECF funding (\$7.1 billion) is not sufficient to cover all eligible requests made during the first funding window. Assuming sufficient funds are available, all reimbursements will be 100%, regardless of the school or library's E-rate discount rate.

**19. Duplicate Funding Prohibition**

Applicants cannot seek ECF funding where equipment or services have been or will be purchased or reimbursed with other targeted (pandemic relief) federal funding, targeted state funding, other external sources of targeted funding, or targeted gifts.

*Section headings and summaries provided by Julie Tritt Schell and Deb Kreitke of the State E-rate Coordinators Alliance. They are used with permission.*