Memorandum of Agreement
Between JobPod and Participating Library

Parties:
This Agreement is by and among JobPod, the Dodgeville Public Library, a public library located in Dodgeville, Wisconsin (the "Participating Library"), and the Southwest Wisconsin Workforce Development Board located in Plateville, Wisconsin ("Local Workforce Development Board").

About JobPod:
JobPod is a partnership between the Bay Area Workforce Development Board, Brown County Library, Nicolet Federated Library System ("Nicolet"), and the Wisconsin Department of Workforce Development ("DWD").

JobPod Location:
The Participating Library's JobPod site will be located at the following address: 410 E Leffler St, Dodgeville, WI 53533.

The JobPod name and logo may only be used at the location designated in this Section and cannot be used at any additional locations, such as additional branch libraries located within the library system unless an agreement is made between such other library location and JobPod.

Project Description:
JobPod creates an access point for existing online and virtual workforce development services in public libraries across the State of Wisconsin. Under this Agreement, the Participating Library agrees to host a JobPod access point in the library building, set forth above. The Participating Library agrees to facilitate the connection between the job seeker and workforce development services so that the job seeker may receive expert assistance regarding all aspects of a job search, job training or career exploration. The Participating Library agrees to provide assistance to job seekers by providing the following core elements:
- Confidential meeting space which use of can be prioritized for job seekers (to be provided by the Participating Library);
- Laptop equipped with functioning video camera and microphone for participation in virtual meetings;
- High-speed internet access through a network connection or Wi-Fi with sufficient internet security software;
- Technology assistance; and
- Basic customer assistance with the Job Center of Wisconsin website and registration.

JobPod Responsibilities:

- Facilitate the collaboration between the Participating Library, Local Workforce Development Board, and DWD.
- Conduct a library space assessment and planning for placement of the JobPod within the applicable library building.
- Provide a customized JobPod Standard Operating Procedures (SOP) training manual, certification checklist, sample policies, logo, marketing materials and resources for each JobPod location.
- Provide an orientation and training for the Participating Library staff and provide ongoing consultation, as needed.
- Provide updated SOP and additional training if new initiatives which support job seekers and/or relate to workforce development are implemented as part of JobPod.
- Review feedback and evaluations from JobPod sites and implement changes, as needed.
- Maintain the official JobPod website.
- Provide required specifications for technology, materials, and components required for participation.

Participating Library Requirements & Expectations:

- The Participating Library will own the JobPod space, materials, and components in their library and will integrate JobPod into their service model. The space will be governed by the Library Board and all library policies will apply accordingly.
- The Participating Library will be responsible for and liable for any and all harm or damage that occurs in the JobPod physical space.
- Identify and develop partnerships to support JobPod initiatives; partnerships at a minimum should include the Local Workforce Development Board and DWD.
- Maintain at least one staff member who has completed an approved JobPod training.
- Ensure current and incoming front-line staff who are implementing JobPod have received appropriate training and resources.
- Follow standards of service outlined in the SOP and certification checklist.
- Provide basic customer and technology assistance with the Job Center of Wisconsin website and registration for JobPod users.
- Provide and Maintain equipment needed for JobPod services, including desktop or laptop computer with functioning web camera and microphone capabilities.
- Maintain designated, confidential meeting space to ensure the space is clean and safe for use by job seekers.
- Implement new initiatives which support job seekers and/or relate to workforce development, as determined by JobPod.
- Regularly review and update Participating Library-specific and local community services and resources to ensure job seekers receive accurate information.

- Provide feedback and complete evaluations as requested by JobPod, Local Workforce Development Board and/or DWD.
- Ensure the official JobPod website contains accurate information about the Participating Library's JobPod location.
- Use the JobPod name and logo on all materials that promote the project. The tagline should read: *JobPod^{TM} Powered by Microsoft.*
- Notify JobPod, Local Workforce Development Board and DWD of intent to discontinue Participating Library as a JobPod location.
- Allow JobPod to use Participating Library name and logo for informational and promotional purposes related to JobPod.

Workforce Development Board Responsibilities:
- Assist with the facilitation of the collaboration between the Participating Library, DWD and JobPod.
- Maintain communication with Participating Library to provide updates in regard to DWD services that are available for the local community.
- Ensure Participating Library is in compliance with the JobPod SOP by visiting and evaluating the Participating Library using the certification checklist, following frequency recommended by JobPod.
- Communicate with JobPod in the event the Participating Library is not in compliance with the SOP.
- Allow JobPod to use Local Workforce Development Board name and logo for informational and promotional purposes related to JobPod.
- Collaborate with library for joint marketing and outreach efforts to promote JobPod services to the community.

Cost for JobPod Participation

The cost to become a JobPod location is a one-time three thousand dollars ($3,000) to be paid by the Participating Library to Nicolet Federated Library System. This fee has been waived due to grant funding from the Department of Workforce Development.

JobPod Intellectual Property & Commercial Application; Confidentiality:

JobPod, including logo and trademark, and any other intellectual property related to JobPod is owned and operated by Nicolet. In the event that project activities result in a JobPod product(s) with potential for commercial application, all such rights will be retained by JobPod and Nicolet.

The Participating Library shall hold the Confidential Information (defined below) in confidence, using at least the same degree of care for protection that the Participating Library uses to protect its own confidential information of a similar nature. The Participating Library acknowledges and agrees to direct any inquiries by other libraries (or similar entities) regarding Confidential

Information to Nicolet to provide such information or onboard such entity to the JobPod program. "Confidential Information" shall mean official JobPod training information learned during training, Standard Operating Procedures (SOP) training manual, certification checklist, and any other underlying JobPod information provided to library which in its nature is not publicly available information.

Term of the Agreement:
This Agreement will remain in effect for as long as the Participating Library is following the JobPod guidelines and implementing all core components of the JobPod program.

Termination
In the event one of the JobPod partners no longer provides a significant service which renders JobPod ineffectual, the Agreement will terminate. Upon termination of this Agreement for any reason, all parties shall immediately return any and all applicable property to the appropriate party.

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Tracy Vreeke   Rhonda Suda
Director   Chief Executive Officer
Nicolet Federated Library System   Southwest WI Workforce Dev Board
Date: _____   Date: _____

_____   _____

Carrie Portz   Jody Vanderloo
Participating Library Director   Participating Library Board President
Dodgeville Public Library   Dodgeville Public Library
Date: _____   Date: _____