



Department of  
Job and Family Services

John R. Kasich, Governor  
Cynthia C. Dungey, Director

October 31, 2017

TO: Workforce Development Board Directors

FROM: Ryan Burgess, Director  
Governor's Office of Workforce Transformation

John B. Weber, Deputy Director  
Office of Workforce Development

RE: Collaboration with Public Libraries

Ohio's public libraries play a key role in addressing the varied employment-related needs of workers, job seekers, and employers. 8.7 million Ohioans have library cards and there are 251 libraries in the state. Collaboration with public libraries increase the quality and quantity of access points for individuals to receive needed career information and assistance. Throughout the United States, local workforce development areas (local areas) are acting upon the mutual benefits of collaboration between the workforce system and libraries.

In Ohio, recent legislation has been enacted to establish new or strengthen existing collaboration between Ohio's workforce system and the public library system. House Bill (HB) 49, 132<sup>nd</sup> General Assembly, revised section 6301.06 of the Revised Code to require OhioMeansJobs centers to establish a memorandum of understanding with one or more public libraries in the community. The purpose of these memoranda of understanding is to facilitate collaboration and coordination of workforce programs and education and job training resources. Collaborative efforts may include, but are not limited to:

- Leveraging digital literacy activities;
- Training library staff about in-person and virtual employment and training resources available through the public workforce system;
- Using space available at a library to provide career assistance and employment services to library patrons and/or to host career events, such as job or career fairs;
- Sharing workforce and labor market information; and
- Co-location between OhioMeansJobs centers and libraries.

A memorandum of understanding between the OhioMeansJobs center and at least one library or library system must be established no later than September 1, 2018 and every two years thereafter. This memorandum of understanding is separate from the memorandum of understanding established by section 121 (c) of WIOA, which is the agreement amongst all required partners of the OhioMeansJobs center for the operation of the center.

30 East Broad Street  
Columbus, Ohio 43215  
jfs.ohio.gov

An Equal Opportunity Employer and Service Provider

Although the Ohio Revised Code states that the memorandum of understanding is between the OhioMeansJobs center and the library, the local workforce development board (WDB) director, who oversees both the workforce system and the OhioMeansJobs center operator's contract, must be involved in the development of the memorandum. The OhioMeansJobs center operator cannot solely execute this memorandum of understanding without the local WDB director participation.

Starting now, local WDB directors and OhioMeansJobs center operators should reach out to the public libraries in their communities. Meaningful conversations must occur to establish a collaboration between the OhioMeansJobs center and the public libraries. The collaboration provides significant opportunities for OhioMeansJobs centers, since libraries are often at the front-line of employment and training related inquiries.

Many local areas already have existing partnerships with public libraries in their communities. For these local areas, the local WDB director, OhioMeansJobs center operator, and the public library are encouraged review their partnership to potentially expand collaboration.

The Governor's Office of Workforce Transformation and the Office of Workforce Development (OWD) encourage completion of the memorandum of understanding sooner than the September 1, 2018 deadline. The goal is to have all memoranda completed by March 31, 2018. The local WDB director will send the completed memorandum of understanding to OWD at [WIOAQNA@jfs.ohio.gov](mailto:WIOAQNA@jfs.ohio.gov). If the local area already has an existing memorandum of understanding, and it does not need revision, no other action is needed except to send the memorandum to OWD.

Additional information and technical assistance resources will be forthcoming. The Workforce Innovation and Opportunity Act Policy Letter (WIOAPL) No. 16-09, Establishment of the Workforce System, will be revised with information regarding the memorandum of understanding with the local library system.

In the meantime, if you need assistance obtaining contact information for the library system(s) in a county within your local area, Michelle Francis, Director of Government and Legal Services for the Ohio Library Council may be contacted at [mfrancis@olc.org](mailto:mfrancis@olc.org) or (614) 410-8092, extension 105. Other questions may be directed to Scott Switzer, Technical Assistance Supervisor, at [Scott.Switzer@jfs.ohio.gov](mailto:Scott.Switzer@jfs.ohio.gov).

Thank you.