



# Memorandum of Understanding

**WILS and Wisconsin Valley Library Service (WVLS) for WPLC Data Dashboard Development  
Workgroup Project Management, September 2023**

## Purpose

This Memorandum of Understanding defines the services and their associated costs that WILS will provide to WVLS for the WPLC Data Dashboard Development Workgroup.

## Contacts

Communication regarding this agreement and the services provided should be directed to:

### **WILS**

Jennifer Chamberlain  
1360 Regent St. #121  
Madison, WI 53715  
jennifer@wils.org  
608-205-8591

### **Wisconsin Valley Library System**

Marla Sepnafski  
300 N 1st Street  
Wausau, WI 54403  
msepnafs@wvls.org  
715-261-7251

## Services and/or Deliverables

WILS will provide the following services and/or outputs:

- Formulate a data dashboard development workgroup
- Facilitate four monthly workgroup meetings and support collaborative work
- Assist with research and product assessment tools.
- Assist in drafting a findings and recommendations report due by February 2024
- Assist with the rollout of the Data Dashboard pilot and design project assessment
- Provide additional communications or other work as directed by the workgroup

## Project Timeline and/or Process

WILS will provide the services above according to the [Road Map](#).

## Costs

It is anticipated that the services described above will have a total project cost of \$4,150. Should additional meetings, activities, or time be required, WILS will provide WVLS with an estimate for additional costs.

## Duration of Agreement

This agreement begins at the date of signing and expires after the above timeline is completed.

## Alteration or Termination

If either WILS or WVLS wishes to alter this agreement, such alterations should be made prior to the outcome deadline.

During the course of the agreement, the contracting parties have the right to stop work at any time and WILS will be paid for any work and expenses incurred through the time of cancellation.

Agreed to and accepted by:

**WILS**

Jennifer Chamberlain

Signature

9/19/2023

Date

**WVLS**

Marla Dymowski

Signature

9/18/2023

Date