



## Memorandum of Understanding

### WiLS and Wisconsin Valley Library Service for WPLC Data Dashboard Pilot Development, February 2024

#### Purpose

The purpose of this participation agreement is to define the expectations and costs for a statewide pilot of WiLS' Annual Report Data Dashboard for the Wisconsin Public Library Consortium.

#### Contacts

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

##### **WiLS**

Kim Kiesewetter  
1360 Regent St. #121  
Madison, WI 53715  
kim@wils.org  
(313) 509-8812

##### **Wisconsin Valley Library Service**

Marla Sepnafski  
300 N. 1<sup>st</sup> Street  
Wausau, WI 54403  
msepnafs@wvls.org  
(715) 261-7251

#### Services and/or Deliverables

WiLS will provide the following services and/or outputs for the development of a statewide Data Dashboard pilot for Wisconsin libraries.

WiLS' has built a data dashboard utilizing Wisconsin's Annual Report data from 2015-2022 (2022 data is currently preliminary). This dashboard includes visualizations over 30 metrics, including both side-by-side comparison options and trend graphs. As part of the pilot, WiLS will re-brand and expand aspects of the dashboard for a statewide pilot running September through December 2024. During this timeframe, public library staff will have barrier-free access to the dashboard (e.g. no logins required).

Service deliverables for this project include:

- Preparation of the dashboard for statewide rollout, including the creation of cohort options based around library locale and population size for benchmarking for all libraries included in the Annual Report.
- Statewide open access to the dashboard and ancillary materials for the duration of the pilot via the WPLC website. If LSTA-funded, the materials will include an IMLS acknowledgment.
- Development of training materials and other communications
  - Video introduction to the dashboard
  - Preview for library system staff to include:
    - Promotion guide for member library rollout
    - Communication templates for newsletters, emails, and other system communications
    - Tips on encouraging widespread engagement
    - Data use scenarios for board meetings, municipal budget discussions, etc.
    - How to provide system support throughout the pilot
  - Dashboard instructions and testing script (tiered by novice, intermediate, advanced)
  - Q&A platform to gather questions statewide
  - Feedback mechanism to gather information on usability, overall satisfaction, description of how the dashboard was used, and future suggestions/considerations.
- Technical support and troubleshooting throughout the pilot, as needed.
- Wrap-up report with findings and recommendations from the pilot to be shared with the WPLC Technology Steering Committee, the WPLC board, and DPI (LSTA final report).

## Schedule of Costs

Total project cost is \$10,602.00

Payment schedule: 75% due at time of pilot launch (July 2024) and remaining 25% at conclusion of the project in January 2025.

## Duration of Agreement & Timeline

The agreement begins on the date of the signing and ends at the conclusion of the pilot and final report in January 2025.

## 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 by mutual agreement to suspend work at any time and, in that event, WILS will be paid a mutually agreed amount for work performed and expenses incurred by WILS in the performance of this MOU through the time of suspension.

Agreed to and accepted by:

**WILS**

**Wisconsin Valley Library Service**

Jennifer Chamberlain  
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Signature  
Jennifer Chamberlain  
\_\_\_\_\_  
Name  
2/28/2024  
\_\_\_\_\_  
Date

Marla Sepnanski  
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Signature  
MARLA SEPNAFSKI  
\_\_\_\_\_  
Name  
3/5/2024  
\_\_\_\_\_  
Date