

AGREEMENT FOR CAFÉ OFFICE SPACE AT WAUKESHA PUBLIC LIBRARY - 2022

This is an agreement for office space provided to the Bridges Library System located at 741 North Grand Avenue, #210, Waukesha, WI 53186 by the City of Waukesha Public Library (WPL) located at 321 Wisconsin Avenue, Waukesha, Wisconsin, 53186.

WHEREAS, Catalog Access for Everyone (CAFÉ) is a shared integrated automation system for member libraries in Waukesha and Jefferson Counties, and

WHEREAS, CAFÉ is currently owned and operated by Bridges Library System for 24 member libraries as an entirely membership funded operation for the good of all member libraries, and

WHEREAS, the parties agree that location of the CAFÉ computer equipment and a Software System Administrator at Waukesha Public Library is desirable, and

WHEREAS, the parties agree that rental of office space (90 square feet) and equipment space (155 square feet) at Waukesha Public Library is necessary for the operation of the CAFÉ system.

THEREFORE THE PARTIES AGREE AS FOLLOWS:

1. **SCOPE of SERVICES.** WPL agrees to provide office space (90 square feet), computer room (155 square feet), phone service, and computer equipment for the System Administrator for the CAFÉ integrated automation system at the Waukesha Public Library.
2. **TERM.** The term of this agreement is January 1, 2022 through December 31, 2022. The agreement may be extended by the mutual, written agreement of the parties.
3. **COMPENSATION AND PAYMENT.** Bridges Library System shall pay WPL annual rent in the amount of **\$3,011**. This amount is mutually agreeable as representing fair market value of the space, equipment and service required hereby. Bridges Library System shall pay the rent in equal quarterly installments upon receipt of the invoices from the Waukesha Public Library.
4. In the event the parties to this agreement desire to extend this agreement, the parties shall determine the rent for the calendar year 2023 no later than November 1, 2022.
5. **TERMINATION.** Either party may terminate this agreement for any reason by giving 90 days written notice to the other party. Should a termination occur, rent will be prorated based on actual number of days the space was occupied for the purposes of this agreement.
6. **AGREEMENT.** This document contains the entire agreement between the parties. It may not be modified except by written agreement signed by the duly authorized agents of the parties.

IN WITNESS HERETO, the duly authorized agents of the parties affix their signatures.

NAME:

DATE OF SIGNING:

BRIDGES LIBRARY SYSTEM

By _____
President

Attest _____
Secretary

WAUKESHA PUBLIC LIBRARY

By _____
President

Attest _____
Secretary