

2026-2027 Microsoft Licensing Support Services Agreement

Winnefox Library System/Fond du Lac Public Library

Introduction:

This document outlines a service agreement between Fond du Lac Public Library (FDLPL) and Winnefox Library System (WLS). Under this agreement, WLS will provide Microsoft Office 365 licenses to FDLPL for staff use.

Background:

FDLPL approached WLS looking for support in providing emailing, communication, and file management tools to staff. Currently WLS provides these services, using Microsoft Office 365, to participating libraries through their Winnefox Automated Library Services (WALS) fees, along with other ILS and Network services. It was mutually decided in early 2026 that for a fee, WLS would allow FDLPL to join WLS' current instance of Microsoft Office 365 separate from participation in WALS.

Services Provisions:

Through their **Microsoft Office A1 for Students** licensing, FDLPL staff will have access to:

- Email. WLS will offer administration services for Microsoft Outlook domains. FDLPL will maintain their previous domain names.
- Microsoft Office. FDLPL staff will have access to Microsoft Office Suite online. FDLPL may choose to pay an additional cost, per individual and set by Microsoft, for Microsoft Office Suite desktop application.
- File Management. Through Microsoft OneDrive, FDLPL staff will individually have 100 GB cloud storage.
- Communication. FDLPL will have access to Microsoft Teams for internal communication and SharePoint for internal file management and collaboration.
- Other. Microsoft may provide other products or services under the A1 Student license that will be made available to FDLPL staff.

WALS staff will be available to any FDLPL staff via phone, email, or Teams when technical questions regarding Microsoft 365 licensing or products arise. WALS staff will provide guidance in configuring M365 to best suit FDLPL staff needs.

FDLPL staff are expected to help maintain the security of WLS Microsoft Office instance and will treat cybersecurity threats seriously. Upon receiving an email address through WLS, all FDLPL staff will read and sign the Responsible Use of Computing Resources form. FDLPL will view monthly security training and testing videos.

Terms of Service and Support Fee:

This agreement will become effective once signed by both parties.

From the initiation of this Agreement through December 2026, FDLPL will pay WLS a total of five thousand dollars **(\$5,000)** for the set-up of FDLPL under the WLS Microsoft 365 instance, which also covers the staff time involved in the set up and all onsite or virtual training needed by FDLPL.

- For the period of January-December 2027, FDLPL will pay WLS one thousand dollars **(\$1,000)** to cover staff time support in administrating the Microsoft 365 licenses.
- FDLPL will cover the cost of any individual desktop Microsoft Office Suite licenses in addition to their annual fee.

Miscellaneous:

- In performing the Services set forth in this Agreement, WLS will have neither express nor implied power to execute agreements on behalf of FDLPL or in any manner bind FDLPL as to any matter not within the scope of this Agreement.
- This Agreement may be amended, modified, or terminated only by a written instrument signed by each of the parties hereto.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the date first above written.

Fond du Lac Public Library

President, Board of Trustees

Director

Date

Date

Winnefox Library System

President, Board of Trustees

Director

Date

Date