



To: Library Board

Fr: Peter F. Loeffel, Director

November 20, 2025

Re: Memorandum of Understanding for use of ARPA funds between city departments for the Library Equity Collection

Purpose/Need

WPL was awarded City of Wauwatosa American Rescue Plan Act (ARPA) funds to complete a library equity collection project from 2022 through 2026. WPL is required to obligate the remaining funds for the final two years, which can be achieved with a memorandum of understanding between the Mayor and WPL.

Background

Federal regulations require that recipients of ARPA funds need to spend all funds by the end of 2026, and all funds need to be obligated by the end of 2024. When WPL started this project in 2022, the expectation was that WPL would obligate any remaining funds for 2025 and 2026 by issue purchase orders with various vendors for the remaining funds. While issuing purchase orders fulfil the obligation requirements, one down side of this method is that WPL needs to commit to specific vendors for the last two years. There is a new rule that recipients can obligate funds by approving an MOU between the mayor and a department, with approval by the Common Council and Library Board. The City Finance Department provided the attached MOU, which fulfils the obligation requirement.

An attachment shows the progress of the library equity project through September 30, 2024. With the approved MOU, WPL staff will be able to expend funds during the final two years without having to commit to specific vendors in advance. If the Library Board approves the MOU, the WPL is considered the vendor. Any unobligated funds as of January 1, 2025 must be returned to the federal Treasury Department. Any unspent funds as of January 1, 2027 must be returned to the Treasury.

Recommendation

WPL staff recommends that the Library Board approve the MOU.