

**EMPLOYMENT AGREEMENT BETWEEN  
THE CITY OF MADISON  
AND  
TANA ELIAS**

This Agreement made this May 7, 2024 by and between the City of Madison, a municipal corporation of Dane County, Wisconsin (hereafter, the "City") and Tana Elias, a natural person (hereafter, the "Library Director" or "Director").

WITNESSETH;

WHEREAS, the City desires to hire the Library Director as an employee of the City of Madison to perform the services described herein on its sole behalf as the Madison Public Library Director, and

WHEREAS, the Library Director possesses the necessary knowledge, skill, abilities and experience to perform such services and is willing to perform such services as the Madison Public Library Director, and

WHEREAS, Tana Elias has been duly selected and has been confirmed for appointment to the position of Madison Public Library Director by the Common Council of the City of Madison on May 7, 2024, and

WHEREAS, the Common Council of the City has authorized the execution of the Agreement by Resolution No. RES \_\_\_\_\_.

NOW, THEREFORE, in consideration of the mutual covenants, terms, and agreements contained in this document, the receipt and sufficiency of which is mutually acknowledged, the parties agree as follows:

**I. MADISON PUBLIC LIBRARY DIRECTOR HIRED**

Tana Elias is hired as a non-civil service employee of the City, holding the position of Madison Public Library Director pursuant to the terms, conditions and provisions of this Agreement. The Library Director shall have and exercise full authority and discretion as a Department Head within the City's organizational structure and act as Appointing Authority for employees of the Madison Public Library in accordance with all appropriate City Ordinances and Mayor's Administrative Procedure Memoranda.

**II. FUNCTIONS, DUTIES AND RESPONSIBILITIES OF THE Madison Public Library Director**

**A. General Responsibilities:**

The Library Director works with the Library Board, City of Madison, Madison

Public Library Foundation, staff located at multiple sites, and community groups to effectively plan for and implement library services for the City of Madison. This is high-level professional and managerial work overseeing and directing the services, activities and library staff involving responsibility for planning, developing, organizing, implementing and evaluating a wide range of community library services. Reporting directly to the Library Board, the employee exercises considerable judgment and discretion in meeting service objectives.

B. Examples of Duties and Responsibilities:

Oversee the creation and implementation of library services that meet changing needs of customers in Madison. Plan for and implement strategic initiatives for library services, based on continuous analyses of community needs and interests.

Oversee the effective use of public funds in the development and administration of the Library's budget. Work closely with the Madison Public Library Foundation on developing fundraising campaigns, donor development and donor relations for capital campaigns. Oversee and develop additional alternative resources for services and facilities, including grants and corporate support. Ensure that Foundation fund development activities are congruent with Library Board planning and policy. Work closely with the Foundation in soliciting community and corporate financial support. Serve as a visible spokesperson for the library in order to increase support and funding for libraries.

Provide for effective community relations to assess and meet community needs. Develop and communicate a shared vision of library services. Develop and maintain effective working relationships with colleagues, staff, City officials, the media and the public. Work with Friends of libraries groups, public non-profit and corporate partners and community groups to ensure the effective use of resources. Work with the South Central Library System and member libraries to maintain a positive and effective System relationship.

Manage staff in order to provide the highest quality library services to the community. Create a positive supportive working environment encouraging diversity in the workforce and a respect for diverse points of view. Oversee effective procedures for recruitment, hiring, training and evaluation of personnel. Implement procedures to support employee growth and leadership. Support an organizational culture that embraces change and is committed to perpetual learning. Provide for ongoing organizational development.

Oversee management and development of library facilities reflecting changing community needs. Oversee the planning, design and construction of new and renovated library facilities, and work toward identifying and acquiring sites for future library facilities based on a Library Board approved facilities development plan.

Demonstrate a commitment to the City's racial equity and social justice initiatives (RESJI). Participate in and help lead city-wide and agency efforts toward implementing RESJI principles.

Instill a culture of continuous learning and a commitment to ongoing initiatives involving performance excellence systems.

Demonstrate and promote organizational values, in everyday work, to further the mission and vision of the City of Madison.

Perform related work as required.

- C. The Library Director agrees to perform such functions and duties at a professional level of competence and efficiency. The Library Director shall abide by all requirements of the laws of the State of Wisconsin, and of the ordinances, resolutions, regulations, rules and practices of the City which exist at the time of execution of this Agreement or which may, hereafter, be enacted or amended by the State of Wisconsin or the City in the exercise of their lawful authority. In the event a provision of this Agreement conflicts with any City ordinance, resolution, regulation, rule or policy, the provision of the Agreement shall control, except that nothing herein shall be interpreted as modifying the obligations or terms Madison General Ordinance §3.35 (the Ethics Code).
- D. The Library Director shall devote full time to the duties and responsibilities provided herein and shall engage in no pursuit that interferes with them. The Mayor, however, may approve the Library Director's reasonable time away from the regular duties and responsibilities provided such time is approved in advance and taken as vacation leave or absence without pay. Further, the Mayor may authorize other limited outside professional activities on City time provided that they are determined to be of benefit to the City and the Library Director is not compensated for such activities. Nothing herein limits the Library Director from performing outside services for compensation provided such outside services have been approved by the Mayor, are not done on City time, and otherwise comply with City ordinances and rules.
- E. The standard City workweek is 38.75 hours. However, the Library Director shall have reasonable flexibility from this standard to accommodate additional time expended outside regular working hours required by attendance at meetings and the like. Such flexibility is not intended to

provide or be used as additional vacation or other paid leave.

- F. The Library Director shall have no right to make contracts or commitments for or on behalf of the City except as preauthorized by statute, ordinance or express written consent of the City.
- G. The Library Director shall establish residency within the City of Madison within 18 months from the execution of this contract. As a condition of accepting this contract, the Library Director agrees to waive any right to challenge this residency requirement, by court action or otherwise. The Library Director will be eligible for up to \$12,000 in reimbursement for moving expenses necessitated by establishing residency, in accordance with City policy.

### III. COMPENSATION AND BENEFITS

- A. The Library Director's salary shall be based on an annualized rate of \$150,000 and shall be paid in approximately equal biweekly payments according to regular City payroll practices. Annual salary adjustments during the term of this agreement may be made at the Mayor's discretion, subject to approval of the Common Council, as provided in the City's established managerial pay plan. The Library Director shall not be entitled to receive any additional overtime compensation, compensatory time off, or bonuses.
- B. The Library Director shall, in addition to the compensation provided in Paragraph A above, and except as otherwise set forth in the Agreement, be entitled to the following benefits:
  - 1. The Library Director shall receive the same benefits as all other non-represented professional employees in Compensation Group 18 as may be provided and/or modified by the Madison General Ordinances, Resolution of the Common Council, Administrative Procedure Memoranda or other official City action throughout the duration of this agreement subject to paragraph II. (G) above.
  - 2. The Library Director shall be entitled to twenty-seven (27) days of vacation in each year of this Agreement. Credited but unused vacation in excess of ten (10) days may be carried forward to the succeeding year with the approval of the Human Resources Director. Except as otherwise provided, the Library Director shall be paid in full for credited but unused vacation existing at the expiration of this Agreement or upon the Library Director's retirement, when qualified for receipt of Wisconsin Retirement Fund benefits. If the Library Director accrues a balance of more than five weeks from the

preceding year(s), the Library Director may elect to convert up to ten (10) days of their annual vacation to an amount of cash equivalent, calculated on their regular earnings. The Library Director shall apply for such conversion option in accordance with City procedures, and such amount shall be paid in a manner determined by the City.

3. Sick Leave: If the Library Director leaves the position before the end of the contract period, the Library Director shall be entitled to payment in full (100%) of any earned but unused sick leave accumulated during each of the fully completed contract period(s), as well as any sick leave accumulated prior to the appointment. The Library Director shall be entitled to one-half (50%) of any earned but unused sick leave accumulated to the day the Library Director terminated City employment during the contract period. If the City terminates the Library Director's contract before the end of the contract period or the Library Director leaves the position at the end of the contract period or the Library Director retires and qualifies for WRS benefits, they shall be entitled to payment in full (100%) of any sick leave the Library Director would have earned through the end of that year.
4. The Library Director shall be eligible to participate at City expense in professional seminars, conferences, workshops and related meetings consistent with the role as Library Director and in accordance with applicable Administrative Procedure Memoranda.
5. The Library Director shall be reimbursed for relevant professional association and/or licensure dues.
6. The Library Director shall be eligible to be a CARS monitor in the City CARS program.
7. The Library Director shall be eligible for smart phone with data plan reimbursement up to seventy-five (75) dollars per month for City usage, or will be eligible for a City phone as determined by the Library Director.

#### IV. TERM: RENEWAL OPPORTUNITY; NON-RENEWAL

- A. **This Agreement shall take effect on May 7, 2024, and shall expire on May 6, 2029, unless terminated sooner as provided herein. All salary and benefit changes shall apply the pay period following May 7, 2024.**
- B. The Library Board, in their sole discretion, may offer renewal of this Agreement to the Library Director. The Mayor and Board shall notify the

Library Director of the intent to renew the Agreement at least ninety (90) calendar days before the expiration of this Agreement. Failure to so notify the Library Director shall extend the term of this Agreement by the time of the delay in actual notification (but in no event for more than ninety (90) days) without change in the Library Director's anniversary date, and shall not act as a full renewal of the Agreement. Renewal of the agreement and of its provisions shall be subject to the approval of the Common Council. In the event the Common Council does not renew this Agreement, this Agreement will remain in effect for ninety (90) days following the non-renewal action by the Common Council or five (5) years from the date of this Agreement, whichever is later.

- C. The Library Board, in their sole discretion, may elect not to offer renewal of this Agreement to the Library Director. In such event, the Mayor and Library Board shall notify the Library Director of the intent not to renew the contract at least ninety (90) calendar days before the expiration of this Agreement. Failure to so notify shall extend the term of this Agreement by the time of the delay in actual notification (but in no event for more than ninety (90) days) and shall not act as a renewal of the Agreement. At the expiration of the Agreement, the parties' rights, duties, responsibilities and obligations shall end. However, the Library Director will, at the sole discretion of the Mayor, be eligible to take a voluntary demotion into any vacant or newly created position for which the Library Director is qualified.
- E. In the event of non-renewal of this Agreement, under either Paragraph D above, the Library Board and Mayor may, in their sole discretion, terminate this Agreement at any earlier date within ninety (90) days of the expiration of this Agreement, as determined by the Library Board. The early termination is to be accomplished by (a) notifying the Library Director of the date of early termination, and (b) committing to buy out the balance of this Agreement by paying the Library Director the balance due under this Agreement in a lump sum, including salary and leave benefits (vacation, floating holiday, paid leave, sick leave) earned or to be earned through the original term of this Agreement, together with payment of the City's share of any health insurance premiums or the provision for such payment through the original term of this Agreement. The buy-out may be for the full period left on this Agreement, or any portion of the final ninety (90) days thereof. If this Agreement is terminated early through the provisions of this buy-out clause, the Library Director's employment with the City ends as of the date of early termination.

## V. PERSONNEL ACTIONS

- A. The Director is subject to the Library Board and Mayor's supervision and is, during the term of this Agreement, subject to the Library Board and Mayor's authority to impose discipline or to discharge the Director for a breach of this

agreement if deemed necessary. The Director shall come to work and follow all applicable work rules including those designed to protect the interests and safety of the City, employees, and members of the general public. This includes all applicable Madison General Ordinances, Resolutions of the Common Council, Administrative Procedure Memorandums (APM), Mayor's Directives, Collective Bargaining Agreements, and City Personnel Rules. The City recognizes, however, that corrective action may be necessary if the Director fails to meet these expected standards. The purpose of any disciplinary action that the City takes is to correct behavior and is not intended to be merely a punitive action. Such disciplinary action shall be administered consistent with the accepted standards of just cause.

B. The Director is expected to prepare an annual work plan for their Department. The Director shall be evaluated annually by the Mayor and Board to assess work performance. This evaluation shall include the establishment of Department goals and an assessment of challenges and accomplishments. It may also involve soliciting input from other department heads, staff supervised by the Director, and/or Common Council Members.

C. For a period of twelve (12) months from the effective date of this Agreement, the Director shall serve a probationary period. During the probationary period, the Director serves at the pleasure of the Board and may be removed at will by the Board. The Board will give the Director four (4) weeks' notice of removal. Following the probationary period, and for any renewal of this Agreement, the Director be removed as otherwise provided herein.

## VI. CITY OBLIGATIONS AND RIGHTS

The City shall provide staff, equipment, supplies and space that it deems reasonable, in its sole discretion, for the conduct of the work of the Library Director. The City retains the sole right to determine the organizational structure and overall functioning of the Madison Public Library.

## VII. REOPENING THE AGREEMENT

Either party may request that the Agreement be reopened for renegotiation if or when the Library Director's duties or responsibilities change significantly. A "significant" change in the Library Director's duties is defined as that degree of change in duties and responsibilities that would qualify a civil service position for reclassification pursuant to standard City personnel practices.

Factors which may be considered include the addition or deletion of duties, changes in Department services or the addition or deletion of programs. If there is no agreement, the original Agreement shall control and shall not be reopened. Agreement changes, if any, and any resulting reclassification of the position shall not be deemed the creation of a new position so as to require competition.

## VIII. LIABILITY PROTECTION

The City shall defend and indemnify the Library Director against and for any and all demands, claims, suits, actions and legal proceedings brought against them in their official capacity or personally for acts performed within the scope of their employment to the extent and only to the extent authorized by the Wisconsin Statutes in effect at the time of the act complained of and as may be provided by any City insurance coverage for employees at such time.

## IX. STATEMENT OF ECONOMIC INTERESTS

Pursuant to Madison General Ordinance §3.35 (the Ethics Code), the Library Director shall file a Statement of Economic Interests with the City Clerk within 14 days of their appointment. Each person required to file a Statement of Economic Interests shall annually file with the Clerk an updated Statement no later than April 30 of each year.

## X. DOCUMENTS AND MATERIALS PROPERTY OF THE CITY

All of the documents, materials, files, reports, data and the like which the Library Director prepares or receives while this Agreement is in effect are the sole property of the City of Madison. The Library Director will not publish any such materials or use them for any research or publication without attribution to the City other than as work performed pursuant to the terms of this Agreement.

## XI. APPEARANCE BEFORE ANY CITY ENTITY FOLLOWING SEPARATION FROM EMPLOYMENT

The Library Director shall be subject to the provisions of Madison General Ordinance §3.35 (the Ethics Code).

## XII. TERMINATION OF AGREEMENT

A. The Director may elect to terminate this Agreement before the expiration of the contract period. If the Director provides less than forty-five (45) calendar days' notice in writing to the Mayor and Library Board, the Director forfeits all rights to the cash equivalent of any of the benefits enumerated in Section III. B. of the Agreement. If the Director provides forty-five (45) calendar days' notice, or greater, in writing to the Mayor, the benefits enumerated in Section III. B. of the Agreement will be paid according to the terms of the Director leaving during the contract period. These forfeiture provisions do not apply if the Director retires from this position and qualifies for benefits under the Wisconsin Retirement System.

B. The Library Board may, in its sole discretion, terminate this Agreement within ninety (90) days of the expiration period defined in Section IV. A. of



the Agreement. Early termination of the Agreement is accomplished by (a) notifying the Director of the date of early termination, and (b) committing to pay, in a lump sum, the salary and benefits in Section III. B. that the Director would have earned through the end of the contract period, together with payment of the City's share of any health insurance premiums through the end of the contract period. If this Agreement is terminated early through the provisions of this buy-out clause, the Director's employment with the City ends on the early termination date.

- C. The Library Board may discharge the Director for the Director's breach of a material provision of this Agreement after utilizing the procedure defined in Section VI. D of this Agreement. In the event of a discharge for the Director's breach of a material provision of this Agreement, the Director shall forfeit all compensation and benefits on the date of discharge.
- D. In the event of an alleged breach of a material provision of this Agreement, by either party, the concerned party shall notify the other party, in writing, within thirty (30) working days of the alleged breach, of the specific provisions of this Agreement that were allegedly breached. After notification of the alleged breach, the parties shall meet within thirty (30) working days to resolve the alleged breach. If the issue is not resolved, the Director may pursue contract remedies and the City may discharge the Director under the terms of Section VI. C of this Agreement.
- E. In the event the position of Library Director is abolished, or the Library is reorganized, to the extent that the position of Library Director is no longer required, this Agreement shall terminate and all rights, duties and obligations of the parties shall mutually end without recourse ninety (90) calendar days after final approval of such abolishment of position or reorganization by the Common Council, except as provided in Madison General Ordinance §3.35 (the Ethics Code). The benefits enumerated in Section III. B. of the Agreement will be paid as if the Director left at the end of the contract period.

### XIII. NO ASSIGNMENT OR SUBCONTRACT

The Library Director shall not assign or subcontract any interest or obligation under this Agreement.

### XIV. AMENDMENT

This Agreement shall be amended only by written Addendum to Agreement of the parties approved and authorized for execution in the same fashion as this original Agreement.

### XV. NO WAIVER

No failure to exercise and no delay in exercising any right, power or remedy on either party's part shall operate as a waiver thereof, nor shall any single or partial exercise of any right, power or remedy preclude any other or further exercise thereof, or the exercise of any other right, power, or remedy.

XVI. ENTIRE AGREEMENT

No agreements, oral or written, express or implied, have been made by either party hereto, except as expressly provided herein. All prior agreements and negotiations are superseded hereby. This Agreement and any duly executed addenda or amendments thereto constitute the entire Agreement between the parties hereto.

XVII. SEVERABILITY

In the event any provisions of this Agreement are determined by any court of law to be unconstitutional, illegal, or unenforceable, it is the intention of the parties that all other provisions of this Agreement shall remain in full force and effect.

XVIII. GOVERNING INTENT AND LAW

This Agreement shall be interpreted in the first instance in accordance with the spirit and intent of the Substitute Report of the Human Resources Committee Report approved by the Common Council on August 2, 1988 and shall be controlled, construed and enforced in accordance with the laws of the State of Wisconsin.

IN WITNESS WHEREOF, the parties have executed this Agreement to be effective as of the day and year contained herein.

CITY OF MADISON  
A Municipal Corporation

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Satya Rhodes-Conway, Mayor

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Witness

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Maribeth L. Witzel-Behl, City Clerk

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Witness

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Tana Elias

APPROVED:

APPROVED AS TO FORM:

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David P. Schmiedicke  
Finance Director

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Michael Haas, City Attorney