

**Resolution No. 19-6-2360
Monona Common Council**

**APPROVING A MEMORANDUM OF UNDERSTANDING FOR USE AND COST
SHARING BETWEEN THE CITY OF MONONA AND THE MONONA PUBLIC
LIBRARY**

WHEREAS, the City currently utilizes certain spaces within the Monona Public Library for various public meetings and other governmental business; and,

WHEREAS, the City desires to formalize this arrangement with the Monona Public Library through the adoption of a Memorandum of Understanding (MOU) between the two entities;

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Monona, Dane County, Wisconsin, hereby approves the Memorandum of Understanding between the City of Monona and the Monona Public Library, as incorporated as Attachment A.

Adopted this _____ day of _____, 2019.

BY ORDER OF THE CITY COUNCIL
CITY OF MONONA, WISCONSIN

Mary K. O'Connor
Mayor

ATTEST:

Joan Andrusz
City Clerk

Requested By: City Administrator

Council Action:

Date Introduced: 6-17-19

Date Approved: _____

Date Disapproved: _____

Attachment A: Memorandum of Understanding for Use and Cost Sharing Between the City of Monona and the Monona Public Library

MEMORANDUM OF UNDERSTANDING
FOR USE AND COST SHARING BETWEEN THE CITY OF MONONA AND
MONONA PUBLIC LIBRARY

This memorandum of understanding (“MOU”) is made and entered into between the City of Monona (“the City”), Monona Wisconsin, and the Monona Public Library (“the Library”).

1. Premises. This MOU covers the library building and grounds located at 1000 Nichols Road, Monona Wisconsin (“the Premises”). Within the lower level of the library building are located the Municipal Room, the Forum Room and the Board Room, as depicted on the attached Exhibit A.
2. Rent. There shall be no rent or reservation fee paid by the City of Monona or any of its affiliated entities described in section 7 below for use of any Monona Public Library room.
3. Term. This MOU is effective upon the date last signed by the duly authorized representatives of the parties to this MOU. This MOU may be terminated by either party upon sixty (60) day written notice, which notice shall be delivered by hand or by certified mail to the address listed above.
4. Utility Expenses. The City of Monona shall pay for a portion of the annual electrical bill for the Library as follows: 85% to the Library; 15% to the City. The City shall also pay the cable television subscription charges for the Municipal Room.
5. Remaining Expenses. The Library shall pay all telephone, gas, water, Internet, sewer, and stormwater utility bills for the Premises.
6. Repairs, Cleaning and Maintenance. The Library shall be responsible for budgeting and coordinating routine cleaning, arranging repair and maintenance of the Premises, and for keeping the Premises in acceptable condition. City building staff shall bill the Library for all hours provided for daytime cleaning, minor repairs and maintenance. Snow removal from parking lots and sidewalk, and mowing of library grounds performed by City staff shall not be charged to the Library. The Library shall be responsible for all other landscaping maintenance.
7. Other Operating Expenses. A portion of accounting services and insurance expenses shall be billed back to the Library annually, as part of the City budget process.
8. Library Municipal Room Use. The City shall have priority use of the Municipal Room for meetings of the City Council, standing committees, non-standing committees, commissions and boards, special (statutory) boards and commissions, municipal court, and ad hoc committee uses; which are defined in Section 18-20 of the City Code of Ordinances.
9. Reservation Priorities of Library Municipal Room. The Library reserves the right to close and cancel use of its meeting rooms because of emergency or major weather events. Conditions and limitations on room use by the City and other groups will otherwise follow the current Monona

Public Library Meeting Room Policy except as otherwise stated in this MOU. If more than one group wants to reserve the Municipal Room, priority will be given as follows, in order:

- a. City-sponsored meetings and events, including municipal court, that require live broadcasting and/or video recording.
- b. Library-sponsored meetings and events.
- c. City-sponsored meetings and events that do not require live broadcasting and/or video recording.
- d. Friends of the Library and Library Foundation meetings and events.
- e. Community groups for informational, educational, charitable, and cultural meetings and programs.
- f. Other governmental meetings and events (i.e. Monona Grove School District, state agencies such as Wisconsin Department of Transportation).
- g. All other groups.

10. Other Room Usage. The Library Forum Room and Board Room are also available for City use. A group falling under subsections 8a, 8b, or 8c above has priority to use the Board Room for closed session meetings or municipal court conferences. In the event a group falling under subsections 8a, 8b, or 8c needs to use the Forum Room, the City shall contact the Library Director at its earliest convenience and the Library shall make all reasonable effort to accommodate such use.

11. Hours of Operation for City Uses. A Library or City committee, council, or commission meeting may take place after library closing hours. During such meetings, doors must remain open to the public. The Library shall be notified in advance so as to allow coordination of library gate and locking library doors with City staff. City staff shall be responsible for securing the exterior doors upon the conclusion of after hour meetings. All other users must conclude activities 15 minutes before the Library's scheduled closing.

12. Building and Premises Alterations, Additions and Improvements. The Library shall make no alterations, additions and improvements to the Premises without prior written consent of the City. The Library may make minor cosmetic improvements such as painting and furniture, subject to budget approval. Major capital improvements must be requested through and approved by the City's and Library board's budget processes before proceeding.

Adopted as of the last date of signature below.

CITY OF MONONA

By: _____
Mary K. O'Connor, Mayor

Date

By: _____
Joan Andrusz, City Clerk

Date

MONONA PUBLIC LIBRARY

By: _____

Date

By: _____

Date

Approval Recommended By: Library Board – //19

Council Action:

Date Introduced: //19

Date Approved: //19