



**VILLAGE OF COTTAGE GROVE
NOTICE OF PUBLIC MEETING
Library Board**

**Wednesday, January 21, 2025
6:30 p.m.**

This meeting will take place as a hybrid meeting both virtually via Zoom and in person at Village Hall at 221 E. Cottage Grove Road. If you are using Zoom, please join the meeting from your computer, tablet or smartphone by visiting <https://us06web.zoom.us/j/88227469205?pwd=dbbv9dXqo1KPcVZYSQ8A23igWXJdda.1> . You can also participate via phone by dialing 1 312 626 6799 and use Meeting ID 882 2746 9205# When asked for your Participant ID, just press #, when asked for the Passcode enter 221. You may also choose to participate by providing public comment prior to the meeting via email to Deputy Clerk Kelly Cahill: kcahill@villageofcottagesgrove.gov. If this is a teleconference, virtual or hybrid meeting, please review the Village of Cottage Grove's policy.

1. Call To Order
2. Determination Of Quorum And That The Agenda Was Properly Posted
3. PUBLIC APPEARANCES-Public's Opportunity To Speak
4. Discuss And Consider Minutes From The December 17, 2025 Library Board Meeting

Documents:

[LIBRARY BOARD MINUTES 12.17.25.PDF](#)

5. Presentations To The Library Board
6. Old Business
 - a. Annual review mission, vision, core values
 - b. Annual review programming mission statement
7. Programming Report
 - a. Discuss programming.
 - b. Update on mailer.
 - c. Discuss lunch and learn schedule and topics.
 - d. Discuss programming cards.
 - e. Update on little free library at Glen Grove.

f. Update on little free library at Shady Grove.

Documents:

[!PROGRAM TRACKER 2026.1.21.PDF](#)

8. Communications And Miscellaneous Business

a. Consider approval of vouchers

Documents:

[LIBRARY PAYMENT APPROVAL REPORT - 1.22.2026.PDF](#)

[LIBRARY OPERATING EXPENSES - JAN-DEC 2025.PDF](#)

9. Committee Reports

10. Village Board Updates

11. Library Board President's Report

a. Correspondence Updates

12. Friends Report

13. Announcements

Future Meetings:

a. Library Board Wednesday, February 18, 2026 6pm VH

14. Future Agenda Items

15. Adjournment

This agenda has been prepared by Staff and approved by the President of the Library Board for use at the meeting as listed above. Any item on the agenda is subject to final action. Notice:

Persons needing special accommodations should call 608-839-4704 at least 24 hours prior to the meeting. It is possible that members of and possibly a quorum of members of other governmental bodies may be in attendance at the above stated meeting to gather information; no action will be taken by any governmental body at the above-stated meeting other than the governmental body specifically referred to above in this notice.

VILLAGE OF COTTAGE GROVE
Library Board
Wednesday December 17, 2025

MINUTES

1. Call to Order

Villavicencio called the Library Board to order at 6:00pm. This was a hybrid meeting.

2. Determination of quorum and that the agenda was properly posted.

It was determined that there was a quorum of members present and that the agenda was properly posted. Present were Cindi Kelm-Nelson, JP Villavicencio, Alison Anger, Meaghan Swanson, Erik Braun Absent were Alison Weber, Lisa Sutter. Also present, Monica DeCarlo, Library Programming and Outreach Specialist; and Kelly Cahill, Deputy Clerk

3. PUBLIC APPEARANCES – *Public's opportunity to speak*- None

4. Discuss and Consider the Minutes of Library Board Meeting on November 19, 2025.

Motion by Kelm-Nelson to approve the minutes from November 19, 2025, seconded by Swanson. **Motion** carried with a voice vote of 5-0-0

5. New Business

a. Discuss mailer draft

Board and DeCarlo discussed the multiple items that have been updated. Hoping to have mailer out by January 15th 2026. Light programming for the months of January, May and August

b. Discuss and consider MOU with McFarland for 2026

Motion by Kelm-Nelson to approve the MOU with McFarland for 2026, seconded by Swanson. **Motion** carried with a voice vote of 5-0-0

6. Programming Report

a. Discuss programming.

DeCarlo gave rundown of upcoming programming. Communication is improving with No 4k School Days; tween event attendance is improving; Historical Society programming should bring more adult programs.

7. Communications and Miscellaneous Business

a. Consider approval of vouchers.

Motion by Kelm-Nelson to approve the vouchers, seconded by Swanson. **Motion** carried with a voice vote of 5-0-0

8. Committee Reports

None

9. Village Board Updates

None

10. Library Board President's Report

a. Correspondence Updates

Move January Library Board Meeting to January 21st at 6:30pm

11. Announcements

Future Meetings:

a. Library Board Wednesday, January 21, 2026 at 6:30pm

12. Future Agenda Items

Proposed Programming Workshop

13. Adjournment

Motion by Kelm-Nelson to adjourn at 6:57pm, second by Anger. **Motion** carried with a voice vote of 5-0-0

Kelly Cahill, Deputy Clerk

Village of Cottage Grove

Approved:

These minutes represent the general subject matter discussed in this meeting but do not reflect a verbatim documentation of the subjects and conversations that took place

Age	Attendance	Event
Toddler & Preschool	36	January 3: StoryTime with Ms. Heather, Lake Ridge Bank, 9:30 a.m.
Toddler & Preschool	25	January 8: Movement Storytime with CI, DSA, 10 a.m.
Toddler & Preschool	47	January 17: Zumbini with Ms. Heather, Lake Ridge Bank, 9:30 a.m.
Elementary	65	January 17: Learn How to Juggle, GSA Gym, 1:00 p.m.
Elementary	82	January 20: Drop-in Clay Makerspace, Parks, 1-3 p.m.
Adult	12	January 23: Drop-in Tech Support, Drumlin Residences, 5-7 p.m.
Elementary	38	January 30: Wolfie & His Two Dads, GDS Library, 6 p.m.
Family	42	February 1: Candlelight Hike, Governor Taylor, 6-8 p.m.
Tween	51	February 6: Crafting with Curious Crafters, 6 p.m.
Toddler & Preschool	28	February 7: StoryTime with Ms. Heather, 9:30 a.m.
Family	13	February 10: Drop in Game Night, Parks, 6-8 p.m.
Adult	25	February 13: Badger Talk - From Wood to Watercraft: Dugout Canoes of Wisconsin, Drumlin Residences, 6 p.m.
Toddler & Preschool	45	February 19: Movement Storytime with CI, DSA, 10 a.m.
Adult	15	February 19: The Decluttering Queen, Virtual, 12 pm
Toddler & Preschool	20	February 20: Rare Disease Storytime, CI, 6:30 p.m.
Tween	8	February 21: Laura Bird Author Talk, Grace Coffee, 1 p.m.
Elementary	16	February 24: Shipwrecks of the Great Lakes, Village Hall, 1 p.m.
Family	cancelled	February 29: Welcoming Schools National Day of Reading, 6 p.m.
	17	March 5: Virtual Lunch & Learn - Early & Absentee Voting, 12 p,n
Adult	11	March 6: All About Medicare, Village Hall, 6 p.m.
Toddler & Preschool	23	March 7: Storytime with Ms. Heather, Lake Ridge Bank, 9:30 a.m.
Tween	34	March 9: Literary Lego Competition, Grace Coffee, 1 p.m.
Todder & Preschool	18	March 12: Movement Storytime with CI, DSA, 10 a.m.
Family	cancelled	March 15: Big Red Bus, Glen Grove Apartments, 10 a.m.
Toddler & Preschool	45	March 15: Teddy Bear Sleepover at EMS, Deer Grove, 6 p.m.
Adult	15	March 20: Author Talk with Jason B. Dutton, Virtual, 6p.m.
Toddler & Preschool	32	March 21: Zumbini with Ms. Heather, Lake Ridge Bank, 9:30 a.m.
Adult	25	March 27: A Visit to the Wisconsin Historical Society: WHS Genealogy Collections and Services, 6 pm, Village Hall
Elementary	20	March 31: Drop in STEAM, Grace Coffee, 1 p.m.
Toddler & Preschool	38	April 4: Storytime with Ms. Heather, Lake Ridge Bank, 9:30 a.m.
Toddler & Preschool	11	April 9: Movement Storytime with CI, Bakken Park, 9:30 a.m.
Adult	14	April 16: Lunch & Learn - How to Recycle Effectively, 12 p.m.
Toddler & Preschool	28	April 18: Zumbini with Ms. Heather, Lake Ridge Bank, 9:30 a.m.
Toddler & Preschool	34	April 19: Earth Day Storytime, School Forest, 1 p.m.
Family	45	April 19: Big Red Bus, CGS Parking Lot, 2 p.m.
Elementary	62	April 21: Wonders of Physics, GRS Gym, 10 a.m.
Adult	3	April 23: History Talk: Banning DDT: How Citizen Activists in Wisconsin Led the Way, Village Hall, Hybrid, 6 p.m.
Audlt	5	April 24: Distilleread, Doudrins, 6 p.m
Baby	35	April 30: Birding for Babies, McCarthy Park, 9 a.m.
Adult	30	May 3: Grilling in the Grove, 11 a.m., Doudrins
Elementary	25	May 8: Lion Dance & Calligraphy Lessons, CGS Library, 6 p.m.
Toddler & Preschool	40	May 14: Movement Storytime, Bakken Park, 9:30 a.m.
Toddler & Preschool	25	May 20: Teddy Bear Sleepvoer at CGPD, 6 p.m.
Adult	6	May 22: Distilleread, Doudrins, 6 p.m.
Elementary	150	June 12: Zoo to You, 11 am, Northlawn Park
Adult	4	June 28: Distilleread, Doudrins, 8 p.m.
Toddler & Preschool	20	July 10: Storytime at Bakken Park, 9:30a
Elementary	0	July 15: Glen Grove- Playground Playdate, 4p
Toddler & Preschool	15	July 17: Storytime at Bakken Park, 9:30a
Elementary	16	July 21: Storywalk Storytime with Tracy Phillippi & "The Wild Island"
Elementary	0	July 22: Glen Grove- Playground Playdate, 4p
Toddler & Preschool	40	July 24: Storytime at Bakken Park, 9:30a
Adult	3	July 24: Distilleread, Doudrins, 8p
Elementary	20	August 5: STEAM-Nature Mandalas, Northlawn, 2p
Elementary	0	August 5: Glen Grove- Playground Playdate, 4p
Toddler & Preschool	21	August 7: Storytime at Bakken Park, 9:30a
Family	16	August 9: Saturday Family Storytime, Northlawn, 10a
Elementary	22	August 12: STEAM-Faux Mural, Northlawn, 2p
Elementary	0	August 12: Glen Grove- Playground Playdate, 4p
Toddler & Preschool	35	August 14: Storytime at Bakken Park, 9:30a
Elementary	16	August 19: STEAM-Build It! Northlawn, 2p
Elementary	3	August 19: Glen Grove-Playground Playdate
Family	150	August 20: Community Night Out at Bakken, 5-8p with Kindness Cards
Toddler & Preschool	42	August 21: Storytime at Bakken Park, 9:30a
Toddler & Preschool	36	August 28: Storytime at Bakken Park, 9:30a
Family	150	August 28: Taylor Swift in the Grove Concert Park, Friendship Bracelets, Bakken, 5-8:30p
Toddler & Preschool	18	September 4: Storytime at Bakken Park, 9:30a
Toddler & Preschool	17	September 5: McFarland Storytime at Lake Ridge Bank,
Elementary	4	September 8: No 4K School- McCarthyPark Storytime, 10a
Elementary	5	September 9: Glen Grove- Playground Playdate, 4p
Toddler & Preschool	22	September 11: Storytime at Bakken Park, 9:30a
Elementary	4	September 16: Glen Grove- Playground Playdate, 4p
Toddler & Preschool	18	September 18: Storytime at Bakken Park, 9:30a
Toddler & Preschool	20	September 19: McFarland Zumbini, 9:30a
Elementary	23	September 22: NO MGS D School Day STEAM: Candy Experiments, 2p
Elementary	0	September 23: Glen Grove- Playground Playdate, 4p
Adult	5	September 24: Distilleread, 8p
Toddler & Preschool	18	September 25: Storytime at Bakken Park, 9:30a
Teen	0	September 26: Pathfinder Campaign, 7p
Family	27	September 27: Family Storytime at Bark Park, 2p

Elementary	0	September 30: Glen Grove- Community Room Playdate, 4p
Toddler & Preschool	16	October 2: Storytime at Progress Dr., 9:30a
Toddler & Preschool	30	October 3: McFarland Storytime at Lake Ridge Bank, 9:30a
Tween+	0	October 3: Pathfinder at Progress Dr., 7p
Elementary	10	October 6: No 4K School Day-STEAM: Build It at Progress Dr, 10a
Adult	3	October 6: Cookbook Club at Progress Dr., 7p
Elementary	0	October 8: Glen Grove Playdate, 4p
Toddler & Preschool	24	October 9: Storytime, 9:30a
Teen	0	October 10: Pathfinder, 7:00p
Adult	0	October 11: Adult Spookify Painting, 7:00p
Tween+	4	October 13: Tween Scene, 7:00p
Elementary	0	October 14: Glen Grove Playdate, 4:00p
Toddler & Preschool	40	October 16: Storytime, 9:30a
Toddler & Preschool	50	October 17: McFarland Zumbini at Lake Ridge Bank, 9:30a
Family	10	October 18: Family Storytime, 10:00a
Elementary	10	October 20: No School Day-Children's Author Talk, 2:00p
Adult	3	October 22: Distilleread, 8p
Toddler & Preschool	38	October 23: Storytime, 9:30a
Toddler & Preschool	40	October 30: Storytime, 9:30a
Elementary	9	November 3: No 4K School Day STEAM Makerspace-Germs, 10:00a
Adult	5	November 3: Cookbook Club, 7:00p
Adult/Family	100	November 4: Screen time with Andrea Davis, joint presentation with CGSFO, 6:00p
Toddler & Preschool	38	November 6: Storytime, 9:30a
Toddler & Preschool	35	November 7: McFarland Storytime at Lake Ridge Bank, 9:30a
Elementary	30	November 10: No MG School Day Open House Create-a-palooza, 10:00a-noon
Tween+	7	November 10: T(w)een Scene- weaving, 7:00p
Toddler & Preschool	32	November 13: Storytime, 9:30a
Toddler & Preschool	30	November 20: Storytime, 9:30a
Toddler & Preschool	50	November 21: McFarland Zumbini at Lake Ridge Bank, 9:30a
Family	35	November 22: Wicked Party, 2-4p
Adult	7	November 26: Distilleread, 8p at Doundrins
Elementary	42	November 28: No School Slime & Paper Airplanes, 10a-noon
Toddler & Preschool	11	December 1: No 4k STEAM, 10a
Adult	4	December 1: Cookbook Club, 7p
Toddler & Preschool	37	December 4: Storytime, 9:30a (Hibernation)
Toddler & Preschool	18	December 5: McFarland Storytime at Lake Ridge Bank, 9:30a
Family	22	December 7: Sensory Santa with CI Therapies at Lake Ridge Bank, 10a-noon
Tween+	12	December 8: T(w)een Scene: Graffiti, 7p
Toddler & Preschool	34	December 11: Storytime (Gingerbread), 9:30a
Adult	6	December 17: Distilleread, 8p
Toddler & Preschool	15	December 18: Storytime, 9:30a
Toddler & Preschool	16	December 19: Zumbini at Lake Ridge Bank, 9:30a
Family	60	December 21: Local Children's & Youth Book Fair and Crafts, 3-5p at Doundrins
Family	75	December 22: Hot Cocoa & Stories Open House, 10a-noon
Family	40	December 29: Drop-In STEAM, 10a-noon
Family	225	December 31: Noon Year's Celebration at Doundrins, 10:30a-1p
2025 Summary	3422 attendees	123 Programs
Toddler & Preschool	7	January 2: Storytime at Lake Ridge Bank with McFarland Librarians
Preschool	7	January 5: No 4K Steam & Stories
Adult	3	January 5: Cookbook Club
Toddler & Preschool	15	January 8: Storytime at MSB
Tween+	9	January 12: T(w)een Scene

Vendor	Vendor Name	Invoice Number	Description	GL Account Number	Net Invoice Amount
Village of McFarland					
7122	Village of McFarland	YSProgramming202	Library Programming	204-55100-340	800.00
Total Village of McFarland:					800.00
Grand Totals:					800.00

Date	Journal	Reference	Description	Debit Amount	Credit Amount	Balance
*			01/01/2025 (00/25) Balance	.00	.00	.00
02/16/2025*	CD7	30.0022	Amazon Supplies	146.74	.00	146.74
02/16/2025*	CD7	30.0023	Inkworks	142.28	.00	289.02
02/16/2025*	CD7	30.0024	Henry Vilas Zoo	200.00	.00	489.02
02/20/2025*	AP	281.0001	Novel Motion Circus LLC	300.00	.00	789.02
02/20/2025*	AP	282.0001	Ferrier, Brandon	200.00	.00	989.02
02/20/2025*	AP	443.0001	D Bar Bakery	200.00	.00	1,189.02
*			01/31/2025 (01/25) Period Totals ***	1,189.02	.00	1,189.02
*						
02/20/2025*	AP	51.0001	The Curious Crafter LLC	200.00	.00	1,389.02
03/17/2025*	CD7	26.0037	Facebook	80.96	.00	1,469.98
03/17/2025*	CD7	26.0038	Amazon Supplies	95.57	.00	1,565.55
03/17/2025*	CD7	26.0039	Inkworks	144.31	.00	1,709.86
03/17/2025*	CD7	26.0040	Penguin Random House	189.90	.00	1,899.76
03/20/2025*	AP	129.0001	Zurawski, Katie	200.00	.00	2,099.76
03/20/2025*	AP	130.0001	Bird, Laura Anne	200.00	.00	2,299.76
*			02/28/2025 (02/25) Period Totals ***	1,110.74	.00	2,299.76
*						
04/16/2025*	CD7	25.0029	Amazon Supplies	109.45	.00	2,409.21
04/16/2025*	CD7	25.0030	Facebook	64.39	.00	2,473.60
04/17/2025*	AP	174.0001	Franklin, Lucas	150.00	.00	2,623.60
04/17/2025*	AP	178.0001	Saeger, Jaclyn	200.00	.00	2,823.60
*			03/31/2025 (03/25) Period Totals ***	523.84	.00	2,823.60
*						
05/16/2025*	CD7	24.0034	Facebook	116.40	.00	2,940.00
05/16/2025*	CD7	24.0035	Amazon Supplies	367.05	.00	3,307.05
05/16/2025*	CD7	24.0036	ALA Membership Dues	190.00	.00	3,497.05

Date	Journal	Reference	Description	Debit Amount	Credit Amount	Balance
05/22/2025*	AP	135.0001	Village of McFarland	800.00	.00	4,297.05
05/22/2025*	AP	230.0001	Samantha Cora Christian Haas LLC	100.00	.00	4,397.05
05/22/2025*	AP	233.0001	Cao, Leslie	100.00	.00	4,497.05
*			04/30/2025 (04/25) Period Totals ***	1,673.45	.00	4,497.05
*						
06/16/2025*	CD7	33.0030	Facebook	114.34	.00	4,611.39
06/16/2025*	CD7	33.0031	Amazon Supplies	15.90	.00	4,627.29
06/16/2025*	CD7	33.0032	Wisconsin Library Association	63.00	.00	4,690.29
*			05/31/2025 (05/25) Period Totals ***	193.24	.00	4,690.29
*						
07/08/2025*	AP	180.0001	SSM Health Medical Group	62.00	.00	4,752.29
07/16/2025*	CD7	26.0015	Background Check	7.00	.00	4,759.29
07/16/2025*	CD7	26.0028	Facebook	37.00	.00	4,796.29
*			06/30/2025 (06/25) Period Totals ***	106.00	.00	4,796.29
*						
08/18/2025*	CD7	33.0057	Loon Call Publishing	53.82	.00	4,850.11
08/18/2025*	CD7	33.0058	Amazon Supplies	111.83	.00	4,961.94
09/18/2025*	AP	463.0001	Phillippi, Tracy	200.00	.00	5,161.94
*			07/31/2025 (07/25) Period Totals ***	365.65	.00	5,161.94
*						
09/16/2025*	CD7	26.0055	Amazon Supplies	127.75	.00	5,289.69
09/16/2025*	CD7	26.0056	Michaels Supplies	52.90	.00	5,342.59
*			08/31/2025 (08/25) Period Totals ***	180.65	.00	5,342.59
*						
10/16/2025*	CD7	23.0042	Mailchimp	21.10	.00	5,363.69
10/16/2025*	CD7	23.0043	Amazon Supplies	435.47	.00	5,799.16
*			09/30/2025 (09/25) Period Totals ***	456.57	.00	5,799.16

Date	Journal	Reference	Description	Debit Amount	Credit Amount	Balance
*						
11/17/2025*	CD7	20.0055	Legos	78.00	.00	5,877.16
11/17/2025*	CD7	20.0056	Mailchimp	21.10	.00	5,898.26
11/17/2025*	CD7	20.0057	Walmart Program Supplies	89.28	.00	5,987.54
11/17/2025*	CD7	20.0058	Hobby Lobby Program Supplies	62.09	.00	6,049.63
11/17/2025*	CD7	20.0059	Warm Belly Farm - Pumpkins	28.00	.00	6,077.63
11/20/2025*	AP	108.0001	Paul, Miranda	800.00	.00	6,877.63
*			10/31/2025 (10/25) Period Totals ***	1,078.47	.00	6,877.63
*						
12/16/2025*	CD7	30.0065	Facebook Ads	98.07	.00	6,975.70
12/16/2025*	CD7	30.0066	Amazon Supplies	1,149.31	.00	8,125.01
12/16/2025*	CD7	30.0067	Hobby Lobby	108.58	.00	8,233.59
12/16/2025*	CD7	30.0068	Mailchimp	20.00	.00	8,253.59
12/18/2025*	AP	209.0001	Macmillian Holdings LLC	1,450.00	.00	9,703.59
*			11/30/2025 (11/25) Period Totals ***	2,825.96	.00	9,703.59
*						
12/31/2025*	JE	38.0068	Mailchimp	20.00	.00	9,723.59
12/31/2025*	JE	38.0069	Facebook	87.57	.00	9,811.16
12/31/2025*	JE	38.0070	Walmart	169.42	.00	9,980.58
01/22/2026*	AP	262.0001	Village of McFarland	800.00	.00	10,780.58
*			12/31/2025 (12/25) Period Totals ***	1,076.99	.00	10,780.58
*						
*			12/31/2025 (13/25) Period Totals ***	.00	.00	10,780.58