

**VILLAGE OF COTTAGE GROVE**

**NOTICE OF PUBLIC MEETING**

**LIBRARY PLANNING COMMITTEE**

**Wednesday, March 4, 2020**

**4:30 p.m. \*TIME & PLACE CHANGE**

**Madison Community Foundation**  
111 N. Fairchild Street, Suite 260  
Madison, Wisconsin

**AGENDA**

- 1) **Call Meeting to Order**
- 2) **Quorum and roll call**
- 3) **Presentation at Madison Community Foundation**, 111 N. Fairchild Street, Suite 260, in Madison.
- 4) **Tour at Madison Central Public Library**, 201 W. Mifflin Street, in Madison after the presentation at Madison Community Foundation. Meeting will stay at Madison Central Public Library.
  - a. Discussion regarding presentation by Madison Community Foundation and Tour of Madison Central Public Library.
- 5) **Public Appearances:** Public's opportunity to speak about any subject that is not a specific agenda item.
- 6) **Old Business:**
  - a. Little Free Libraries locations on Parks Map to review.
- 7) **Approve minutes:**
  - a. February 5, 2020, Library Planning Committee.  
[2-5-2020 Agenda\\_Minutes- Library Planning Committee.docx](#)
- 8) **Friends of Cottage Grove Library Report:**
  - a. Monthly meetings
  - b. Activities
- 9) **Set tentative date for next meeting:** Wednesday, March 25, 2020, at 6:30 p.m. at Municipal Building, 210 Progress Drive, Cottage Grove.
- 10) **Future Agenda items**
- 11) **Adjournment**

Notice:

1. Persons needing special accommodations should call 839-4704 at least 24 hours prior to the meeting.
2. 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.

3. Any item on the agenda is subject to final action.

## VILLAGE OF COTTAGE GROVE NOTICE OF PUBLIC MEETING

### LIBRARY PLANNING COMMITTEE

Wednesday, February 5, 2020 Municipal Services Building

6:30 p.m. 210 Progress Drive

#### DRAFT MEETING MINUTES

- 1) **Call Meeting to Order - by Melissa Ratcliff at 6:30 pm**
- 2) **Quorum and roll call - Present: Tiffany Haas, Cindi Kelm-Nelson, Melissa Ratcliff, Anne Schoenemann, David Peterson**
- 3) **Public Appearances:** Public's opportunity to speak about any subject that is not a specific agenda item. **None.**
- 4) **Presentation:** Mark Ibach with South Central Library System (SCLS) and Tracy Herold with Dane County Library Service (DCLS) with information on possible costs of operating and building a library and discussion regarding features in libraries.
  - a. Mark presented the 2018 state annual report. Hard to define operating costs for a brand new library but this is a start. Includes population, square footage, municipal appropriation and total operating expenditures for libraries in SCLS. Stats vary widely. Building costs take into account staffing space, shelving, spaces created to benefit the community. Standards include collection size and staffing, hours open, public internet materials/expenditures and items added each year. State Statute Chapter 43 directs library governance and includes state suggestions.
  - b. Tracy presented a sample operating budget using Dane County standards which include state suggestions. The standards provide funding based on population and a predetermined level of robust service (can't exempt from Dane County Library tax for a small storefront building). If you follow Dane County standards, you are following the state suggestions. The Village population (6720 Jan. 2019) bracket is 5,000-9,999 so the range for requirements is in that bracket. Collection - Add 5% each year for items. Plan for short and long term expenses each year and create a 5 year timeline so the budget doesn't have a dip or high increase.
  - c. Is there data to help us understand the future growth to determine size and services? The school data included all residents they tax. Whereas, the library is serving the Village and any Dane County resident who uses their library card at the library. Need to look at a few sets of data.

- d. In 2008, the library was to cost \$245 square foot to build. Today is estimated at \$300 square foot or 7.4 million at 24,000 square feet (a guesstimate) and starting collection \$750,000.
- e. The library will be funded on more than the county library tax reimbursement - consider that extra funding because the reimbursement varies from year to year. CG pays \$255,000 to the county tax (2018). Volunteers are a bonus but not to be expected to complete library work. They cannot access catalog. Recommend something different than a computer lab. Counter with 2-3 public stations. Teaching with technology can be done in small rooms. Most people bring their own devices. No new school has a computer lab (Tiffany Haas MGSD). Be careful you do not staff with too few people. For example, one person at night. Consider whether to open on Sundays before opening a library.
- f. The actual capital campaign target will be estimated once we know what the community needs and wants via future Library Board survey. Building: \$7-9 million but additional rooms change costs that may not increase operational costs. Certain services can raise operating costs. Work with Parks and Rec, Police/Fire/EMS/ other organizations to create collaborative projects to build community relationships.

#### **5) Old Business:**

- a. Little Free Libraries: Facebook and Website Posts, Responses, and Parks Map - Parks and Rec will maintain the map once we add independent boxes. Add addresses and number each box. Anne and Abby can work on the map. Add Park and Recs and Friends on map

#### **6) New Business. None**

#### **7) Approve minutes:**

- a. January 13, 2020, Library Planning Committee Minutes. Dave Peterson motions to approve, Cindi Kelm-Nelson seconds. Motion carries 5-0.

[1-13-20 Library Planning Committee Minutes.docx](#)

#### **8) Friends of Cottage Grove Library Report:**

- a. Monthly meetings - Next meeting February 13<sup>th</sup> at Monona State Bank - 6-8 pm; Give number of Friends' attendees to Melissa for presentation at Madison Community Foundation and tour at Central Library on March 4<sup>th</sup>.
- b. Activities-
  - Selecting an App and Creating Donor/Volunteer/Resource Database;
  - Melissa, Nancy Engle and Anne attend Monona Friends' winter fundraiser;
  - National Bookmobile Day planning February 26<sup>th</sup> 6:30-7:30 at Anne's house;

- Pinney Gala February 29<sup>th</sup> and Pinney Grand Opening March 12<sup>th</sup> at 5pm;
- National Library Week April 19-25, 2020.

9) **Set tentative date for next meeting:** Wednesday, March 4, 2020, at 4:30 p.m. at Madison Community Foundation, 111 N. Fairchild Street, Suite 260, Madison, and then Madison Public Library, 201 W. Mifflin Street, in Madison after the presentation at Madison Community Foundation. Wednesday, March 25<sup>th</sup> 6:30-8 p.m. for survey planning at Municipal Building

#### 10) Future Agenda items

- a. April meeting: panel of elementary school librarians for information on needs of students, Monday, April 13<sup>th</sup>. Send questions to Tiffany for librarians.
- b. Request GDS and MGHS librarians present another time. High school is changing library design in the near future. Interesting to find out what is happening and why they are changing their design.
- c. May meeting, survey work?
- d. March 25<sup>th</sup> meet to discuss focus groups and survey work with Michelle.
  - i. What is the structure and timeline of a survey? What data do we need to contact people?
  - ii. Can we see a previous survey?
  - iii. How do we set up for focus groups and what is the process?
  - iv. How do we start building survey questions?
  - v. Which measurables do we use and report back to the Village Board?

11) **Adjournment** Dave Peterson motions to adjourn, Anne Schoenemann seconds. Motion passed 5-0. Meeting ends at 7:59 pm

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