



VILLAGE OF COTTAGE GROVE MEETING

NOTICE OF PUBLIC

LIBRARY BOARD

Wednesday, July 20, 2022

8:00 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 utilizing Zoom, please join the meeting from your computer, tablet or smartphone by visiting <https://us06web.zoom.us/j/83550180101>. You can also participate via phone by dialing 1 312 626 6799 and use Meeting ID 835 5018 0101# 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 Village Clerk Lisa Kalata: lkalata@village.cottage-grove.wi.us. 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 June 15, 2022 Meeting.

Documents:

[LIBRARY BOARD MINUTES 6.15.22.PDF](#)

5. New Business
 - a. Update on financial feasibility study.
 - b. update on local library visits, data collection, outreach.
 - c. Return on investment calculator.
 - d. Discuss and consider recommendations on Library Project Timeline
 - e. Discuss and consider budget recommendations
 - f. Discuss and consider items for consideration

Documents:

[LIBRARY PROJECT TIMELINE.PDF](#)
[MEMO ON 2023 BUDGET - FMP.PDF](#)
[MEMO ON ITEMS FOR CONSIDERATION.PDF](#)

6. Friends Report

Documents:

[JULY 20 UPDATE TO THE CG LIBRARY BOARD.PDF](#)

7. Announcements:

- a. Next meeting: August 17, 2022 @ 6 pm

8. Future Agenda Items:

9. Adjournment

This agenda has been prepared by Staff and approved by the Chair 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

Meeting Minutes of June 15, 2022

1. **Call to Order.** The meeting was called to order at 5:02 p.m. by Kelm-Nelson.
2. **Determine that a quorum is present and the agenda was properly posted.** It was determined that a quorum was present and that the agenda had been properly posted. Board members present were Cindi Kelm-Nelson, Alison Anger, Tracy Phillippi, David Peterson, Erik Braun and Stefan Wahe. Stephanie Rossing was absent and excused. Also present was Deputy Administrator/Director of Public Works JJ Larson and Christine DeMaster from Trilogy.
3. **Public Appearances – Public’s opportunity to speak to Committee Members about any item that is not a specific agenda item.** None.
4. **Discuss and consider the minutes from the May 18, 2022 meeting. Motion** by Wahe to approve the minutes, seconded by Anger. Motion carried with a unanimous voice vote, 6-0-0.
5. **New Business**
 - a. **Discussion on library impact fee: Presentation by Christine DeMaster, Principal/Senior Consultant Trilogy, LLC.** DeMaster gave an overview of how library impact fees are calculated, and the formal process required for implementing them and amending the Village’s impact fee ordinance. DeMaster also explained how the funds can be used.
 - b. **Update on financial feasibility study.** Kelm-Nelson gave the Board an update on the status. Letters and surveys will be sent very soon, and interviews will be scheduled in the coming weeks.
 - c. **Update on local library visits and data collection.** Members confirmed which libraries they intend to visit. The plan is to bring the information back for in-depth discussion at a future meeting.
6. **Friends Report**

Membership Meeting

 - RECAP: Thursday, June 9, 6:30 p.m. at Fireman’s Park. Speaker is local middle-school author Laura Bird.
 - UPCOMING: Thursday, August 11, 6:30 p.m. at Community Park. Speaker is Jodi Sweeney.

2022 Programing Update

 - Post event Survey
 - June 11, 9:30 a.m. - Toddler story hour about gardening at the Glacial Drumlin School community garden with a strawberry snack and craft
 - October 1 or 15- Kevin Henkes book bilingual reading at Summit Credit Union
 - Ad in the Fall/Winter Community Guide

Committee Updates

 - Membership Committee is asking youth how they want to engage with the Friends – ideas include starting a youth sub-committee, creating volunteer opportunities, forming a teen book club and advising the Library Board on a teen space.

- Events Committee created a community event display including: tablecloth, sandwich board, tri-fold with photos and educational materials. Committee is looking for volunteers at future events.

Other Items:

- Friends' designer spruced up the Case Statement and designed a plot map that will be shared with the community
- Friends members were encouraged to contact the Village Board to make the library the #1 priority of 2023

7. Announcements

- a. Next meeting date is Wednesday, July 20, 2022 at 8 p.m.

8. Future Agenda Items

- a. July - Budget discussion
- b. August meeting – feasibility study presentation

9. Adjournment

Motion by Phillippi, seconded by Wahe to adjourn the meeting at 5:38 p.m. Motion carried with a unanimous voice vote, 6-0-0.

Memo Date: 07-20-2022
 To: Cottage Grove Village Board of Trustees
 From: Library Board President Cindi Kelm-Nelson
 RE: Discuss Library Timeline

The Library Board recommends the consideration of the following timeline related to the ongoing library planning initiatives (including operational and capital planning), 2023 fiscal budgets, and the Village Financial Management Plan. We emphasize that these recommendations also align with the current village priority plan for 2022-2023 which ranks the library planning as first. This is considered a draft timeline that is subject to change:

Year	Goal	Staff
2023	<ul style="list-style-type: none"> ▪ Formation of committees ▪ Draft Program Statement with architect and SCLS/Site layout/Concept plan ▪ Implement Library Impact Fee ▪ Begin forms of library programming (w. McFarland) ▪ Library Board Trustee training and professional development 	Hire part-time Interim Library Director (24 hours/week)
2024	<ul style="list-style-type: none"> ▪ Design Phase/Architectural work ▪ Engineering assessments (soil conditions, grading, stormwater needs, size, and layout) ▪ 14-18mo Capital Campaign/consulting fees ▪ Launch library website ▪ Programming & outreach 	Interim Library Director (30 hours/week)
2025	<ul style="list-style-type: none"> ▪ Construction Phase ▪ 14-18mo Capital Campaign/consulting fees ▪ Programming & outreach 	Interim Library Director (40 hours/week)
2026	<ul style="list-style-type: none"> ▪ Plan for opening and meeting WI and Dane County standards ▪ SCLS membership 	Increase staffing

STAFF REPORT

MTG. DATE:	July 20, 2022
TO:	Library Board
FROM:	Cindi Kelm-Nelson, Library Board President JJ Larson –Director of Public Works & Utilities/Deputy Administrator
RE:	Budget requests for 2023 and Financial Management Plan

OVERVIEW

The Library Board has been taking the necessary steps to plan for the construction of a Village Library. The capital campaign feasibility study is underway and on schedule to be completed by August. The budget requests and timeline presented below are with construction of the Library slated for 2025 with opening in 2026. Library Board members should note that this budgetary planning does not take into account any other funding such as capital campaign donations, fundraising grants, or endowments. As these funds become available these numbers can be appropriately adjusted.

REQUESTS & FINANCIAL IMPACTS

Implementation of a Library Impact Fee. A firm would be hired to study, design and move a Library Impact Fee through the approval and adoption process. Note that Library Impact fees can only be assessed on residential development.

Financial Impact: \$7,500 one-time cost in 2023.

Hiring of story-time programming. Existing area libraries have offered the opportunity to partner and begin providing story-time programs in the Village utilizing their existing staff. **Financial Impact:** \$10,000 - \$30,000 in operating costs depending on level of programming.

The hiring of a Library Director. The plan would be to hire the position part-time at 24 hours per week in the first year, 30 hours per week in the second and beginning full time in the third year. The position would be hired for the second half of 2023. **Financial Impact:** \$42,000 additional operating budget in 2023, \$123,000 (2024), and \$137,000 (2025 and beyond). This includes wages and prorated benefits.

Begin Design/Engineering of Village Library. Hire an architectural firm to begin work on the design & engineering of the library. The selected firm would work closely with the Facility Committee, Library Director, Board and stakeholders in bringing the plan through construction over the next three years. **Financial impact:** \$1 – \$1.25 million over the course of the complete design through construction. (10% of overall construction costs). Most likely debt-funded; Ehlers to guide specifics of financing in Financial Management Plan.

Capital Campaign. Following a “silent period,” the capital campaign would be kicked off in late 2023 or early 2024. Capital campaigns are typically found to cost about 10% of the overall fundraising goal. **Financial impact:** (unclear until feasibility campaign is complete); \$200,000 +/- . Most likely debt-funded; Ehlers to guide specifics of financing in Financial Management Plan.

Construction in 2025. Construction cost is estimated between \$15 - \$21 million all-in (depending on design) for a 2026 opening. This includes construction, furniture, finishes, collection, architect/design costs, and project management. The costs for design would already have begun accruing. The Library Board could recommend a middle-ground of \$17 million be placed in the Financial Management Plan, this could be adjusted as costs are fine-tuned during design. Debt-financed; Ehlers will incorporate into the Financial Management Plan.

Operating costs moving forward. For a 2026 opening, the operating budget will be around \$1.6 million. There is a reasonable expectation that the contribution from Dane County would grow to around \$500,000 annually after the library is up and running for a number of years. But, given the complexity of the formula used to determine this funding, the Village should plan to cover operational costs entirely during these budget discussions. (This would have to be approved with a binding referendum in order to exceed levy limits).

STAFF REPORT

MTG. DATE:	July 20, 2022
TO:	Library Board
FROM:	JJ Larson – Deputy Administrator/Director of Public Works & Utilities
RE:	Library Planning – Items for consideration

OVERVIEW

The Library Board has been taking the necessary steps to plan for the construction of a Village Library. The capital campaign feasibility study is underway and on schedule to be completed by August. The Library Board is likely to recommend a timeline and appropriate budgetary planning steps that would result in construction of a Library in 2025, and the opening in 2026.

The Village Board has taken some steps in recent years in support of bringing a Library to the Village. Trustees have scored the Library as top priority for a number of years in a row. Three years ago the Library Planning Committee was formed and following submission of that Committee's final report, the formal Library Board was approved. The 2022 budget funded the Library Board's budget requests: sharing in the cost of the feasibility study with the Friends group and impact fee study and implementation.

Moving forward into the 2023 budget discussions and beyond, the financial impact for continued progress toward evaluating whether to construct and operate a library gets significantly more expensive. While immediate costs in 2023 will not have a significant impact on the overall Village budget, approval of those funds should take into consideration all of the potential future costs. It is recommended that the expenditure of 2023 dollars not proceed without full commitment to these future costs by the Library Board and the Village Board.

With that in mind I wanted to offer some items for the Library Board's consideration as potential recommendations to the Village Board.

ITEMS FOR CONSIDERATION

Advisory Referendum in Fall of 2022. Consider putting an Advisory Referendum (i.e. non-binding) question on the November ballot prior to expending over a million dollars on architecture and engineering. Staff can work with Ehlers to get an appropriate "property tax impact per \$100,000 in home value" that could be expected if a library is constructed and operated, to be specified in the referendum question. This would get clearer direction from the community regarding their support for a library, during a popular election.

Update of the Facility Needs Study. It's understood that the Friends of the Cottage Grove Library have identified the site they currently own as the site of the future library. However, the Library Board and Village Board have not formally identified a location as the site of the potential future library. If the Library Board is in agreement that this location should be the ultimate building site, a motion to recommend designating it as such could be made to the Village Board. Or, consideration could be given to updating the existing Village facility needs study with a future library factored into the scope of the broader facility needs that will be realized by the Village in the near future. Direction could be given to investigate library development on the current Friend's-owned land and other potential sites, including the existing Municipal Services Building site. Construction costs could be updated for Library and Village Board consideration in project planning.

FGM could provide the work as an extension of the facility needs study completed last year. I reached out to FGM and asked that they provide an estimate of the cost to do so.

Friends of the Cottage Grove Library Update to the Cottage Grove Library Board July 20, 2022 Meeting

Prepared by: Tracy Philippi, President of the Friends of the Cottage Grove Library

Membership Meeting

- UPCOMING: Thursday, August 11, 6:30 p.m., via zoom. Speaker is Jodi Sweeney.
- UPCOMING: Thursday, October 13, 6:00 - 8:00 p.m., Friends Annual Social at Doundrins

2022 Progaming Update

- [Post event Survey](#)
- Kevin Henkes Canceled :(
- Spooky Story Time in the Garden on the October 9th Full Moon, 5:00-6:00 p.m.
- EXPLORING:
 - Winter DEI Focused Story Walk with a book giveaway, we'd like to do the story walk on the library land
 - Virtual Resume Building Workshop

Events Committee

- Attending all CG Community Events and Farmers' Markets

Membership Committee

- Continuing to think through Youth Membership and planning meeting with MGSD students in the fall

Other Items

- Receiving donations in Gary Ferron's memory
- Updating website language in 2023 to reflect our current activities
- Moving to more cost effective CRM