

VILLAGE OF COTTAGE GROVE
MEETING

NOTICE OF PUBLIC

LIBRARY BOARD

Wednesday, August 17, 2022

6:00 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?pwd=Yjh4VnV6QXE2MFRzbEZwWUpacmJ5UT09>

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 July 20, 2022 Meeting.

Documents:

[LIBRARY BOARD MINUTES 7.20.22.PDF](#)

5. New Business
 - a. Update on feasibility study by the Sweeney Group.
 - b. Update on local library visits, data collection, outreach database.
 - c. Discuss and consider 2023 Budget-Revised Budget requests.
 - d. Discuss and consider committee formation.
 - e. Discuss and consider proposed position description for hiring a part-time library director.

Documents:

[MEMO ON 2023 BUDGET FMP_AUGUST CKN \(002\).PDF](#)
[COMMITTEE MEMO_CKN 8-12-22.PDF](#)
[LIBRARY DIRECTOR - PART TIME.PDF](#)

6. Friends Report

Documents:

AUGUST 17 UPDATE TO THE CG LIBRARY BOARD.PDF
FRIENDS 2022 PROGRAMMING FEEDBACK 8.8.22.PDF
WHAT RESIDENTS LIKE ABOUT DANE COUNTY LIBRARIES.PDF
FRIENDS LETTER_SIGNED AUG 2022.PDF

7. Announcements:

- a. Next meeting: September 21, 2022 @ 6 pm

- b. Special meeting for Monday, September 26, 2022 @ 5:30 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 July 20, 2022

1. **Call to Order.** The meeting was called to order at 8:02 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, one member of the public, and Village Administrator Matt Giese joined at 8:11 p.m.
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 June 15, 2022 meeting. Motion** by Peterson to approve the minutes, seconded by Phillippi. Motion carried with a unanimous voice vote, 6-0-0.
5. **New Business**
 - a. **Update on financial feasibility study.** Kelm-Nelson gave the Board an update on the status. Letters and surveys have been sent, and many interviews have been conducted already. The report is scheduled to be completed in August and Jodi Sweeney will present the findings at the next Library Board meeting.
 - b. **Update on local library visits, data collection, outreach.** Members shared about the libraries they have visited to this point. The plan is to bring the information back for in-depth discussion at a future meeting.
 - c. **Return on investment calculator.** Kelm-Nelson shared that the Sun Prairie Library has a tool on their website to show the return-on-investment library users received based on their specific usage and felt this could be a useful tool as the library project moves forward.
 - d. **Discuss and consider recommendation on Library Project Timeline.** Kelm-Nelson presented the proposed timeline which covers the next four years of work culminating in the construction of the library in 2025, with opening in 2026. Motion by Wahe to approve the timeline, amended to include a referendum in 2024, seconded by Peterson. Motion carried with a unanimous voice vote, 6-0-0.
 - e. **Discuss and consider budget recommendations.** There was discussion around the budget recommendations put forth, hiring of a Library Director, impact fee study and implementation, programming, and bringing on an architectural firm. **Motion** by Peterson to approve the budget recommendations, seconded by Anger. Motion carried with a unanimous voice vote, 6-0-0.
 - f. **Discuss and consider items for consideration.** There was discussion around the staff memo on two items for consideration presented to the Library Board; considering a non-binding referendum in the fall of 2022 and formal consideration of the land owned by the Friends of the Cottage Grove Library as the site of future library. **Motion** by Peterson to designate the

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

land currently owned by the Friends of the Cottage Grove Library to be designated as the site of the proposed future Village library, seconded by Wahe. Motion carried with a unanimous voice vote, 6-0-0.

6. Friends Report

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 Programing 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

7. Announcements

- a. Next meeting date is Wednesday, August 17, 2022 at 6 p.m.

8. Future Agenda Items

- a. August meeting – feasibility study presentation
- b. Invite Fitchburg to attend a meeting and share their experience

9. Adjournment

Motion by Peterson, seconded by Wahe to adjourn the meeting at 10:03 p.m. Motion carried with a unanimous voice vote, 6-0-0.

STAFF REPORT

MTG. DATE:	August 17 , 2022
TO:	Library Board
FROM:	Cindi Kelm-Nelson, Library Board President
RE:	Revised 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/financial feasibility study has been completed. The budget requests and timeline presented below are with construction of the Library slated for 2025 with opening in 2026 per the Library Board Timeline (July 2022).

This memo has been revised from the July 20 Library Board Meeting. There were considerable errors in the original cost estimate documents. This memo serves to correct these cost estimates and incorporates suggestions from Dane County Library System, South Central Library Services, and The Sweeney Group.

REQUESTS & FINANCIAL IMPACTS 2023

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

Programming. Existing area libraries have offered the opportunity to partner and begin providing 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:** \$37,500 additional operating budget in 2023.

Space Needs and Design/Engineering of Village Library . Hire an architectural firm to begin work on the space needs, design & engineering of the library. Proposed design concept may include a phased building approach. The selected firm would work closely with the Strategic Planning/Facility Committee, Library Director, Board and stakeholders (including other Village departments) in bringing the plan through construction over the next three years. **Financial impact:** These costs would be spread over 2023-2026, \$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.

Operational Funds: The Library Board is recommending additional funds for trustee training, public engagement purposes, materials, printing, and marketing. **Financial Impact:** \$5,000.

Strategic Planning and Community Engagement . A 6-month community engagement and capital campaign strategic planning phase will be completed by the Sweeney Group. **Financial impact:** \$25,000

Administrative Support: The Library Planning Committee suggests administrative support of approximately 15 hours per week to help staff the Library Board, research, and be the contact person.

CONSIDERATIONS FOR FUTURE/FMP

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. The Library Board will consider smaller scale design as well. Debt-financed; Ehlers will incorporate into the Financial Management Plan during the 2022 budget cycle discussion.

Revised operating costs moving forward . For a 2026 opening, the municipal contribution to the operating budget is estimated at \$430K. There is a reasonable expectation that the contribution from Dane County would grow to around \$500,000 annually; the Village is established and already pays \$300K annually into this system.

1. The creation of a *Facilities Sub Committee* charged with beginning the design requirements for facility needs (program statement). This includes identifying potential costs associated with library building design requirements. The committee will consist of a Facilities Committee Chair and two members from the Library Board, South Central Library Services Building and Design Consultant, an Architectural firm, and citizen members. Upon hire, the Part-Time Library Director will be part of the committee
2. The creation of the *Finance and Budget Sub Committee* to account for, collect, and manage revenue streams. This includes documenting budget proposals, and budget changes as the project evolves. This committee's first call to action will be to create financial accounts to manage the capital campaign and donations. Composed of Finance Committee Chair and two members from the Library Board and upon hire, the Part-Time Library Director will be part of the committee.
 - a) Make recommendations for savings positions of the library's accounts.
 - b) Meet annually to review the library's financial positions.
 - c) Review monthly financial reports and make recommendations accordingly.
3. Ad Hoc Community Engagement and Strategic planning. Composed on 3 members of the Library Board, Sweeney Group, and citizen members.

All committees currently active shall make a progress report to the board at each of the regular meetings.

No committee shall have other than advisory powers unless, by action of the board, it is granted specific power to act.



Village of Cottage Grove Position Description

*** DRAFT ***

Cottage Grove Library Director (Part-Time)

Job Announcement

“Let’s meet at the library!” The Cottage Grove Village Board of Trustees has identified the community’s number one priority as building a public library and meeting space. They need your knowledge and expertise to make this priority a reality. This opportunity is a cornerstone in the library’s design, construction, and opening in 2026. This position will start as part-time with the opportunity to become full-time through the project of forming the library.

Summary / Objective

Under the direction of the Cottage Grove Library Board, the Library Director will act as chief executive officer and assist in establishing the village’s first public library and developing library programs. This position will be supervised by [Village Staff Position]

The Library Director is responsible for managing and directing internal and external work on forming and maintaining the Cottage Grove Library. The position informs all parties concerning the requirements and standards to open a public library according to the Dane County Library Service and Wisconsin Public Library Standards. In addition, this position will identify and plan library services and programs, identifies and addresses needs, and communicates with various stakeholders.

Duties and Responsibilities

- Ensure that formation of the library and ongoing operations align with Federal, State, and Dane County Library Services statutes, regulations, standards, and guidelines.
- Provide the Library Board with reports and recommendations concerning the formation and operations of the library and participation in relevant sub-committees.
- Develop a cohesive communication plan that promotes the formation of the library and library programming.
- Create and manage the operational library budget.
- Create and implement library programs for the community.
- Draft, validate, and implement library policies, standards, and processes.
- Identify and support fundraising efforts, including identifying and applying for relevant grants.
- Identify, recommend, and design services that should be included as part of a Level I, Level II, and Level III library.

Knowledge, Skills, and Abilities

Required:

*** DRAFT ***



Village of Cottage Grove Position Description

- Three or more years of experience performing responsible professional library work as a librarian.
- A bachelor's degree from an accredited library school with a master's degree in library or information science.
- Experience complying with the Wisconsin Public Library Standards or other similar frameworks.
- One or more years of experience working with local government or external relations.
- Experience in creating and managing operational budgets.
- Experience with or certification in project management frameworks.

Preferred:

- A master's degree in library or information science.
- Experience providing reports and recommendations to a Library Board.
- Experience in opening a new library.
- Experience in fundraising or grant writing.

Physical Requirements

None at this time.

Work Environment

This position can work hybrid/remote/office at the discretion of the [Village Supervising Staff] and the Library Board President.

Hours of Work

A standard working week is 20 hours. Days and time may vary based on the need to attend public meetings, community events, and workload. The schedule is at the discretion of [Village Supervising Staff] and the Library Board President. Attendance at evening meetings is required as assigned.

The Village of Cottage Grove is an Equal Opportunity Employer. In compliance with the American Disabilities Act, the Village will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

**Friends of the Cottage Grove Library Update to the Cottage Grove Library Board
August 17, 2022 Meeting**

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

Membership Meeting

- RECAP: 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
- UPCOMING: Thursday, December, 8, 6:30 p.m., Speaker is Wisconsin Author Heidi Dusek

2022 Programing Update

- Spooky Story Time in the Garden on the October 9th Full Moon, 5:00-6:00 p.m.
- Virtual Lunch & Learn about Resume Building - early December

Other Items

- Survey results from 2020 programming (as of 8/8/22) - ATTACHMENT
- What CG residents like in Dane County Libraries - ATTACHMENT

Survey Feedback from Friends of the CG Library 2022 Library Programming (8/8/22)

Where do you live?	What is your age range?	How likely are you to utilize library programming in the future? (5 = Very	Why do you want a library in Cottage Grove?	How often do you visit libraries in other communities?
Village	30-49		5 To enhance our sense of community and provide a safe, free space for all to benefit from.	Once a month
Village	30-49		5 Kid activities, easy access to books	Once a week or more
Village	70		5	Once a year
Village	30-49		5 Libraries are the most welcoming and supportive part of a	Once a week or more
Village	30-49		5 A gathering place for me with my friends!	Once a week or more
Village	30-49		5 It's a necessity!	Once a week or more
Village	30-49		5 Because we could have events like this every weekend in CG if we had a library! This is a necessary service to residents.	Once a week or more
Village	50-69		5 invaluable research resources not to mention outstanding entertainment value!	Once a month
Village	30-49		5 I believe libraries are valuable for communities in a variety of different ways for all age groups. As a parent of young children, I would love the programming and educational opportunities that a library would provide. Furthermore, the access to a library promotes literacy and reading for my kids.	Once a month
Village	30-49		5 Community resource that's currently missing	Once a week or more
Village	50-69		5 As a teacher, I want to have access to more supplemental materials. I also want my family to be able to access library resources and use library spaces. I want to know that my young readers have immediate access to library resources and	Once a month
Village	50-69		5 Easy access for CG residents to get materials, community gathering space, a positive draw to the village, many	Once a month
Village	70		5 Ease of picking up books, meeting space, place to read &	Once a month
Village	30-49		5 A library opens the doors to so many avenues for so many families. A library is a place for a community to come together, enhance literacy opportunities, and so much more!	Once a week or more
Village	50-69		5 We need a place for the community to read, learn and socialize.	Once a month
Village	70		5 I feel our community is not complete without one. It will be a community center for all.	Once a week or more
Village	30-49		5 For the same reasons you do, we're on the same page (haha, page). Libraries are a vital part of every community for so many	Once a week or more
Village			5 To teach my kids to love reading, to have a free and safe space where we can explore a love for books	Once a week or more
Village	30-49		5 I don't like the bookmobile, and we have libraries all over that my kids and I go to regularly. I don't want my taxes to go up	Once a week or more
Village	30-49		5 With events like Story Time, libraries provide a space for families to meet one another, find support in each other, share resources, and create strong community bonds.	Once a week or more
Village	30-49		5 Add value to the community, closer location than MPL, learning and growing activities	Once a month
Village	30-49		5 Everyone in my family is an avid reader. We go to the library roughly once a week, though I could see it being more often if we did not have to drive to Sun Prairie or McFarland. I also appreciate a library's ability to provide for the community: internet access, life-enrichment classes, etc.	Once a week or more
Village	30-49		4 It would be nice to have a library closer to travel to then	I don't use libraries in other communities
Village	30-49		5 Our 2 year old LOVES books and I have fond memories from childhood of the summer reading program at the library.	I don't use libraries in ot
Village	30-49		5 Why wouldn't we want a library?! It'd be great for community members of all ages	Once a week or more
Village	30-49		5	I don't use libraries in ot
Town	30-49		4	
Town	50-69		4 Even a tiny interim branch for pick up/drop off on a daily basis in an open store front welcomed.	Once a week or more

Town	30-49		4		Once a month
Town	30-49		5	Local library option with community programming.	Once a month
Town	50-69		5		
Town	30-49		5	The overall value that libraries bring to communities.	Once a week or more
Town		70	5	Share culture and diversity with all neighbors and provide tools for creative and woke interaction.	Once a week or more
Town	30-49		5		I don't use libraries in other communities
Town	30-49		5	We currently go to the sun prairie library almost every week with our kids. I loved taking my little to story time and most programs offered by the library. I also love to read books as an adult. I would love to have a library in CG. I've lived in CG for most of my life and still don't understand why we don't have a library!	Once a week or more
Town	30-49		5	For my children to grow their love of reading	Once a month
Town	30-49		5	My family loves going to the library to check out books and play in the kids area with others!:)	Once a week or more
Outside of CG	50-69		5	Local access to needed services	Once a week or more
Outside of CG	30-49		5	As a resource for community programming as well as books!	Once a month
Outside of CG	50-69		5	Place to meet, read, and attend activities	Once a week or more
Outside of CG	50-69		5	better resources for the community	Once a week or more
Outside of CG	30-49		5	Community building and access to books are vital	Once a month
Outside of CG	30-49		5	Having a library in town when I was growing up kept me avidly reading. In the summer I would bike there frequently.	Once a month
Outside of CG	50-69		4	For our grandchildren's use	Once a month

What Cottage Grove Residents Like About Dane County Library

- Self checkout kiosks
- Bathrooms in the children's section
- Gender neutral / single stall bathrooms
- Outdoor space accessible from the children's section (Pinney's is fenced in, but I would personally prefer a more natural border)
- Additional outdoor/open space for all ages (Waunakee)
- Aquariums and plants
- Large windows (and a lot of them)
- Large room for events & library programs
- Small spaces for 2-4 to gather
- Medium sized room (up to 20 people - think Scouts, Optimist Club, etc)
- Local history section & pictures
- Quiet/cozy reading nook like at Pinney
- 24/7 drive thru book drop
- A floor plan that feels inviting and not cramped (I'm guessing some communities outgrew their library and had to add materials to stay within Dane County Guidelines, but the isles are really narrow and it certainly feels more like a book warehouse because of the lack of visibility around the room and inability to gather, even with 2 kids.)
- We're in Columbia County but.....the Columbus library is an absolutely essential part of our town. They hold clubs for preteens and teens that are always a hit! They actually reorganized their layout to give those kids their own space within the adult section of the library. The children's section is all downstairs and is well loved- They have toys that rotate regularly, themed games, etc. I don't know what we would do without our library
- The kids area has a small toilet in the bathroom, so potty training is stress free 🙏
- A private room you can nurse/ pump
- Outside play area/ stuff to climb on
- Bilingual story time/ music, arts and crafts weekly
- Reading nooks
- Toys for all ages
- Of course we get 30 books a week, but it's such a mental break for a stay at home mom to let my kids play and do classes/ socialize weekly at the library
- My kids love the reading nooks in Pinney's children's section. They like picking out books and looking at them to narrow down their choices. They also love the outdoor patio and like to climb on the outside pieces.
- An area for toddlers to play and explore! We love the Sun Prairie Library
- A quiet reading room with a fireplace, like Sun Prairie Library
- Free activities for my children
- There's a library we visit in northern WI that has "take and make crafts" for toddlers and kids. Little filled paper bag pre-cut/portioned crafts- such a fun idea! For example, we picked up a paper bag that had twigs, mini pine ones, and pre cut leaves- the kids glue it together to make their very own tree!



PO Box 136, Cottage Grove, WI 53527

August 17, 2022

Dear Library Board:

This letter serves as notice of intent to donate the land currently held by the Friends of the Cottage Grove Library Inc. back to the Village of Cottage Grove Library Board for the purpose of constructing the Village's public library. For historical reference, the Village had previously explored 30 parcels of land and 8 existing buildings as alternative sites before settling on the parcel that we have managed since 2008. Our purchasing documents clearly state that the proposed library land must be used for a public library. Thus, we will facilitate the transfer of the property at an appropriate date, as determined by the Friends Executive Leadership in conjunction with your Library Board.

Additionally, we are willing to share any information about the land that would be relevant to your planning. We have previously completed DNR wetland analysis, zoning and planning, and soil boring tests.

Thank you and we look forward to our continued partnership in this endeavor,

Tracy Phillippi, President
Robin Smekal, Vice President
Tom Olson, Treasurer
Nancy Engle, Secretary

Friends of the Cottage Grove Library, Inc