

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