

Library Planning Committee

Report to the Village Board

July 5, 2021



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Agenda

1. Committee member introductions
2. Review of 2020 survey results and interpretation
3. 2021 goals and directive
4. 2021 timeline, milestones, and objectives
5. Standards and requirements for building a public library
6. Financial overview
7. Recommendation

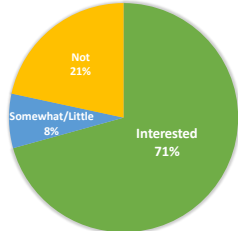
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2021 Library Planning Committee (LPC) Members

- Cynthia Kelm-Nelson (Chair, Village Representative)
- Alison Anger (Friends of the Cottage Grove Community Library, Inc. Representative)
- David Peterson (Previous Village Representative)
- Melissa Ratcliff (Village Board Representative, Secretary)
- Stephanie Rossing (Monona Grove School District Faculty Representative)

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Previous survey results suggest a high level of support from Village residents.



Interest Level	Percentage
Interested	71%
Somewhat/Little	8%
Not	21%

- 10 question peer-reviewed survey
- High response rate (lowers risk of bias)
- 816 households responded (26%)
- Responses represented 2826 individuals total of which 1719 were age 19+

Village Board Meeting December 21, 2020
 Motion by John Williams to allow the Library Planning Committee as recommended to move forward and come back to the Village Board with findings, seconded by Sarah Valencia.
 Motion carried with a voice vote of 7-0-0.

How interested would you be in having a library building in cottage grove?

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The Primary Goals of the LPC in 2021 were to

1. Determine State and Dane County standards for building and operating a public library in the Village of Cottage Grove.
2. Research actual, accurate, and realistic costs as well as preliminary tax impact of building and operating a public library in the Village of Cottage Grove (given no capital campaign, fundraising, or grant money).
3. Disseminate findings to the Village Board of Trustees and provide a recommendation for the next steps.

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Timeline and deliverables

- The Village Board approved new committee members. (1/4/21)
- The committee held organizational, planning, and informational meeting. (1/6/21)
Outcome: **Timeline** for 2021 work
- Consulted with the Director of the Dane County Library Services (DCLS) and Department of Public Instruction (DPI). (2/3/21)
Outcome: **Estimated operational costs** of a public library; **requirements** of the project; minimum **standards**
- Consulted with the South-Central Library System (SCLS; Deb Haeffner; two meetings). Dane County Library Board Requirements, Belleville and Oregon representatives on their recent libraries. Met with Friends of the CG Library, Promote Local on capital fundraising. (3/3/21, 3/17/21)
Outcome: **Capital costs** of a public library.
- Consulted with Ehlers, Village Administration (4/7/21). Requirements & formation of a library board.
Outcome: Village **budget** requirements, **impacts** to tax.
- Grants, fundraising, Friends of the Library (Anne S.) (5/5/21) Met with Monica Wahlberg (capital campaign).
Outcome: Identified additional (major and minor) **funding sources**
- Draft letter to DPI, associated financial documents, and report. Discussed plans with local school Librarians. (6/2/21, 6/23/21)
Outcome: **Documents and references**.
- Conclusions and recommendations.
Outcome: Final **Report** for Village (7/5/21)

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The report consists of the following data and documents

- Estimated library standards/requirements and resident population projections
- Estimated operational costs
- Estimated low, medium, and high range capital costs and financing/tax plans
- Additional information: formation of a library board and actions, financial feasibility/capital campaign information, funding options, ideas for Village priorities, and references

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Why are minimum standards required for a public library?

- Minimum standards encourage the ongoing development of quality library service.
 - Allows for **exemption from county library tax**.
 - *"In 2019 and 2020, Village residents paid **\$273,481.10 each year** in Dane County Library taxes for the Bookmobile, Dane County Library Services, and to other municipalities for their library services.*
 - *This will increase each year.*
- | 2021 Village of Cottage Grove | 2021 Town of Cottage Grove |
|-------------------------------|----------------------------|
| \$280,331.89 | \$193,290.74 |
- The operating budget in some areas goes above the minimum standards.
 - This is conservative, yet **realistic**.
 - Incorporates suggested "best practices" from DPI/Dane County Library Services.

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Estimated operational costs

- Annual operating expenses are determined by State statutes as well as Dane County standards
- Staff wages/benefits and training, services provided (programming), technology, and hours of operation.
- Building maintenance, utilities, SCLC fees
- Local library operating budget is estimated at approximately \$500,075.

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Estimated capital costs

- Service population model of 16,470 residents (reference space needs worksheet)
- 24,670 sq ft
 - Collection space, community spaces, study rooms, meeting rooms, historical space, parks and recreation space, quiet reading areas, children's spaces, makerspaces, public access technology.
- \$5.2-7.5M building
- Opening day collection \$740,000
- Road and utility costs
- Low, Medium, High projections for capital costs as well as Village financing and tax impacts can be found in report (Pages 10-14)

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Funding opportunities

- Grants and funding opportunities
 - Utility (e.g. EGIP)
 - Programming/Literacy/Education
 - Sustainability
- Capital campaign
 - Capital Campaign
 - Donor Campaign Pyramid
 - Prospect Research Fund Development
- Private donations, fundraising, endowments
- Community partners
- Financing through programs such as USDA Rural Development (Belleville is an example)

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2021 recommendation to the Village Board

The LPC committee recommends that the Village Trustees:

- 1) Send a non-binding letter requesting an opinion on the feasibility and desirability of establishing the Village of Cottage Grove Community Library to the Department of Instruction
- 2) Approve and establish the formation of a Village Library Board upon receipt of approval from the Department of Instruction
- 3) Include budget memo items, including funding for a financial feasibility study and administrative support, in the 2021 Village annual budget

Additional information for a Library Board is in the report these include suggested structure, ad hoc committees, and 2022 next steps.

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