

To Whom it May Concern,

The Village of Cottage Grove Board of Trustees and the Village's Library Planning Committee (LPC) submits this letter and associated documents to the Division for Libraries, Technology, and Community Learning (DLTCL) requesting an opinion on the feasibility and desirability of establishing the Village of Cottage Grove Public Library.

In 2019, the Village of Cottage Grove established the LPC which was tasked with two main objectives. First, to determine (A) the level of importance in library services and spaces as determined by its residents, and (B) the level of interest in building a public library within the Village. To accomplish these goals, the LPC disseminated a survey to which 816 residents responded. The results of this survey showed overwhelming community support (71%) in favor of a public library (**Appendix I: 2020 LPC report to the Village demonstrating interest in a physical library building**). Further, this report outlines circulation to residents of Cottage Grove, average number of items per card, and usage of the Dane County Bookmobile. Second, in 2021 the LPC was tasked with quantifying the financial aspects of the project including capital and operational costs associated with this project (**Appendix II: 2021 LPC report to the Village demonstrating financial costs of a library**) and determine the metrics for the Village that meet or exceed both state and county requirements (as outlined below).

The LPC has been advised by the Department of Public Instruction (DPI), Dane County Library Services (DCLS), and South-Central Library System (SCLS), as well as by village budget planners and administration. The Village of Cottage Grove has supported the efforts of the LPC and continues to do so with this written request for opinion.

A. Establishment of a Village Library Board

When the Village receives a favorable opinion from the DLTCL the Village board will pass a resolution to establish a public library and will enact an ordinance creating a full Library Board. It is intended that the Board will take the place of the LPC and will be tasked with creating a mission statement, specifying by-laws, and planning for a capital fundraising campaign. The Library Board will furnish a complete library design and facilities plan and will hire a library director who will provide guidance for the creation of the library. The Friends of the Cottage Grove Library, Inc (501(c)3) is fundraising and generating support; they currently own the land on which the library will be built.

B. Service Targets

The LPC has reviewed service targets in detail with DCLS and SCLS and when established the library will meet or exceed the quantitative standards included in the Wisconsin Public Library Standards. Our analysis is based off a population estimate of a current population of 7020 for the Village of Cottage Grove and an estimated service area of 16470. Thus, the service targets listed are reasonable estimates for the next 20 years. These items are detailed in **Appendix II.**

Additionally, the following standards will be followed:

- A certified Library Director will be hired to perform board-designated duties for no fewer than 25 hours per week. The librarian will hold the appropriate grade level of Wisconsin public librarian certification from the Department of Public Instruction. As soon as this is feasible the Board will hire a certified librarian to assist with the administrative functions necessary to operate a library.
- The establishment of the public library will agree with the Dane County Plan for Library Service.
- The library will become a member of the South-Central Library System.

C. Budget and Fundraising

Our Village Board will support a preliminary budget for the LPC, transitioning to a Library Board, for the 2021-2022 fiscal year. We are several years away from opening a library; thus, sample operating budget drafts are provided in our **Appendix II** report. If a public library is created, the Village will provide annual funding sufficient to meet and maintain the standards required. A public library is currently in the Village of Cottage Grove’s list of priorities (**Appendix III: list of priorities 2020; Appendix IV: list of priorities 2021**). It is envisioned that the library will be funded as a portion of the Village budget and will be following appropriate state and county standards with respect to matter such as collection size, hours of service and staffing.

The Library Board will start soliciting donations and grants for the capital costs of a building and its contents.

Additionally, the following targets have been or will be met:

- The Friends of the Cottage Grove Library have purchased the land upon which the library will reside
- Offers of support from several Village of Cottage Grove businesses and local groups
- Friends of the Cottage Grove Library support
- Work with the Madison Community Foundation, SCLS, and other community partners to develop strategies for fundraising
- Research a list of comprehensive fundraising and grant opportunities

D. Planning and Financial Feasibility Study

We will encourage the newly established Village Library Board to begin working with SCLS and, in the future, an architect with library experience. The LPC has done baseline work to establish capital costs, and it is intended that the Library Board will continue this work by conducting a financial feasibility study and establishing a program statement.

Included with this letter are the attachments that outline the work and planning that has been accomplished to date and are in progress. Once the Library Board is created, the Library Board will provide the Village with annual reports.

Please do not hesitate to contact us if you have questions. Thank you for your attention to this matter, we look forward to your response.

Sincerely,

_____ John Williams, President, Village of Cottage Grove

_____ Cynthia Kelm-Nelson, Chair, Library Planning Committee

Appendix I.

Library Planning Committee 2020 Final Report



**Library Planning Committee (LPC) Report to The
Cottage Grove Village Board
Submitted December 21, 2020**

Date: December 21, 2020

To the Village of Cottage Grove Board of Trustees:

This report from the Cottage Grove Library Planning Committee demonstrates that Cottage Grove residents show a high level of importance of and support for a local public library based on data from the Fall 2020 library survey. In addition, the report highlights library budget information, local patron library usage including Bookmobile data and a map of local Little Free Libraries.

Over this past year, the Library Planning Committee met with local experts, researched other public library campaigns in Dane County, and developed a ten-question survey to gather responses from people who live and work in the Cottage Grove community. Based on our findings, the Library Planning Committee recommends the Village Board request, in writing, an opinion from the Department of Public Instruction - Division for Libraries and Technology on the feasibility and desirability of establishing a new public library in the Village of Cottage Grove. This recommendation is supported by data reviewed from 816 household responses to our survey and 15 businesses interviewed regarding the importance of a library in our community. The following report outlines the findings in support of our recommendation.

The Library Planning Committee thanks you for your time and consideration. We hope you find this report helpful in the forward momentum of this project.

Sincerely,

The Members of the Cottage Grove Library Planning Committee:

Melissa Ratcliff
Tiffany Haas
Cindi Kelm-Nelson
David Peterson
Anne Schoenemann

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Appendices (Separate attachment):

1. *Establishment of a Legal Public Library*, Department of Instruction - Division of Libraries and Technology
2. Library Resource Links, December 2020
3. Dane County Libraries operating expenses plus building size (SCLS 2019)
4. Cottage Grove operating expenses sample, Tracy Herold, highlights requirements for a legal library
5. South Central Library System (SCLS) typical library funding
6. Cottage Grove Card Usage 2014-2018 (DCLS)
7. Little Free Libraries map, July 13, 2020
8. Village of Cottage Grove Postcard, September 9, 2020
9. Follow up email to participants requesting updates, October 2020
10. Final Survey English, September 9, 2020
11. Survey Answers English, October 16, 2020
12. Survey Comments English, October 16, 2020
13. Business Interview Answers and Quotes, October 19, 2020
14. Survey Answers and Comments Spanish, October 16, 2020

Purpose of This Report

The Library Planning Committee (LPC) will report the Cottage Grove residents' level of importance of and support for a local public library from the library survey. In addition, the committee will share researched library budget information, local patron library usage including Bookmobile data, and a map of local Little Free Libraries.

Outcome

Based on the survey and research information, the LPC request that the Village Board consider and approve the researching, writing and submission of a letter to the Department of Public Instruction - Division for Libraries and Technology, requesting their opinion on the **feasibility and desirability of establishing a new public library in the Village of Cottage Grove.**

Introduction

The task of the Library Planning Committee (LPC), as directed by the Village Board in November 2019, was to determine the level of support from community residents for a local, public library. The Village Trustees also wanted to know the approximate costs of building and operating a library. Lastly, they asked for information about current local library services, such as the Bookmobile and Little Free Libraries.

The LPC met with local experts, researched other public library campaigns in Dane County, and developed a ten-question survey to gather responses from people who live and work in the Cottage Grove community. Based on our findings, the Library Planning Committee recommends the Village Board request, in writing, an opinion from the Department of Public Instruction - Division for Libraries and Technology on the **feasibility and desirability of establishing a new public library in the Village of Cottage Grove.** This recommendation is supported by data reviewed from 816 household responses to a survey and 15 businesses interviewed regarding the importance of a library in our community. The following report outlines the findings in support of our recommendation.

Committee Structure and Members:

The Library Planning Committee was created on November 4, 2019. The committee met one to two times per month. Agendas and minutes were submitted to Village staff. The group consists of five Village residents: Melissa Ratcliff (committee chair and the Village Board representative), Tiffany Haas (Monona Grove School District faculty representative), Cindi Kelm-Nelson, David Peterson, and Anne Schoenemann (members-at-large).

Library Planning Committee (LPC) Timeline Overview and Milestones

Quarter Four 2019

The Library Planning Committee (LPC) was created by the Village Board and members were appointed to the LPC. The members met with the Dane County Library Services (DCLS) Director, Tracy Herold, regarding library services to Dane County libraries and Bookmobile information. The LPC also obtained and reviewed the state document from the Department of Public Instruction - Division for Libraries and Technology: *Establishment of a Legal, Public Library*. (See appendix 1) Finally, the committee spent many hours reading and learning about public libraries statutes, standards, and resources. (See appendix 2)

Quarter One 2020

LPC members met with the Madison Library Foundation, Tom Linfield, Vice President Community Impact. They toured the Madison Central Library with Madison Central Library Director, Greg Mickells. The LPC heard from Cottage Grove School librarian, Lucas Franklin. The committee worked with Mark Ibach, Consulting Services Coordinator at South Central Library System (SCLS) and Tracy Herold, Director of the Dane County Library Service (DCLS) to understand the capital and operating budgets as well as revenue sources.

Quarter Two 2020

LPC members completed a Little Free Library map. This document was submitted to the Cottage Grove Parks and Recreation Department to disseminate online. The LPC also reviewed the Bookmobile services and resources.

Quarter Three 2020

The committee developed the library survey and reviewed survey question items with outside resources. The household surveys were published online for responses from September 15, 2020 through October 15, 2020. Businesses were contacted for interviews regarding how a library in our community would impact their business.

Quarter Four 2020

The group completed the survey data analysis, wrote the report and created the PowerPoint presentation. The LPC presented their report, presentation, and recommendations to the Village Board on December 21, 2020.

Financials - Capital & Operating Expenses Overview

The Library Planning Committee reviewed projected capital campaign building and yearly operational costs with Dane County Library Services (DCLS) and South Central Library System (SCLS) staff. They looked at comparable municipalities with public libraries in Dane County.

The cost of building a library via a capital campaign is highly variable. The total building construction and initial library costs will be determined later based on community and residents' input regarding features, services, and desired space usage.

The annual operating expenses are determined by state statutes and county standards, size of the building, staffing wages/benefits, services provided, and hours of operation. **In 2019, Village residents paid over \$273,481.10 in Dane County Library taxes for library services. Those funds went to other communities' libraries and the Dane County Library.** The Town of Cottage Grove residents paid \$180,338.22 in Dane County Library taxes in 2019. A local library operating budget (See appendices 3 and 4) in Dane County is estimated at \$500,000, and is dependent on the services provided, size of the building and operating hours.

According to the South Central Library System (See appendix 5), typical sources of Library operational funding include the following:

- Municipal Funding - Village annual budget
- Dane County Library Reimbursement - A formula determines municipal funding measured by card usage and user's residence plus operations and facilities budgets. This data is averaged over three years for yearly disbursement to all legal Dane County Libraries. (Tracy Herold, DCLS)
- Local Foundations - fundraising outside the library budget
- Grants - federal, state, or local
- Friends of the Library - fundraising outside the library budget
- Adjacent County Payments - for serving residents in adjacent counties to Dane County who live in communities without a public library (ss 43.12(2))

Other Library Resources in Cottage Grove (Bookmobile and Little Free Libraries)

The Dane County Library Bookmobile has come to the Village of Cottage Grove since 1966. The bus collection offers books, magazines, movies on DVD, and music and books on CD. The Bookmobile has Wi-Fi and residents can pick up holds and return items. It is currently scheduled to be in Cottage Grove 3 hours, one day a week. In non-COVID times, the Bookmobile is in Cottage Grove for 5 hours; 2 hours at Dublin Park and 3 hours at the Piggly Wiggly. This is the only time area residents can return materials while traveling in the Village. The Bookmobile is not handicapped accessible, but the staff is very willing to step off the bus to answer questions and fill requests. When requested, the Dane County Outreach Librarian provides resources to seniors and visits our local daycare facilities.

Currently, there are 949 library card holders with Cottage Grove addresses that use the Bookmobile. *The Dane County Library uses card usage data to determine this information. This does not include attendance in libraries for other uses, such as programs, small group study room usage and children's play areas.* Cottage Grove card usage at the Bookmobile has decreased between the years 2014-2018. (See appendix 6) There has been an increased card usage by Cottage

Grove residents at community libraries in Sun Prairie, Madison, and Monona. Interestingly, it takes approximately 25 minutes to leave the Village, drive to Pinney Branch Library in Madison and back, to pick up and return materials.

The original four Little Free Libraries (LFL) were purchased by the Friends of the Cottage Grove Library, Inc in the early 2000s. Local residents constructed and decorated the wooden structures. The Village of Cottage Grove installed and maintains these Little Free Libraries. There are many other LFLs set up by area residents. The LPC compiled a list of LFL locations and created a map (See appendix 7), posted online by the Cottage Grove Parks and Recreation Department.

Survey Methods

Survey questions were developed with the input of UW-Madison faculty, librarians, the DCLS director, SCLS representative, and directors of public libraries. The survey was approved on September 6, 2020 by the Cottage Grove Village Board. To ensure every Village household had the opportunity to provide feedback on the survey, approximately 2300 postcards (See appendix 8) were delivered to households; one member of each household was encouraged to complete the survey online. Residents could also call a Library Planning Committee member for assistance in taking the survey.

Additional outreach and promotion of the survey was done through Village email bulletins, local organization bulletins, emails to local community groups asking them to share the survey with their members, social media, and some phone canvassing. The Cottage Grove local cable station posted the survey introduction video. The video and survey were available in English and Spanish. Response emails (See appendix 9) were sent to all participants who requested updates after the survey closed.

Survey Respondent Demographics - Households and Residence Locations

(See appendices 10, 11, 12, and 14)

NOTE: Although the total number of participants is 816, the number of responses to each question may vary because participants occasionally did not answer a question.

Survey Question: Where do you live?

Village of Cottage Grove, WI:	81.23%	662
Town of Cottage Grove, WI:	16.44%	134
Other (write in):	2.33%	19

Total Responses: 815

**Others resided in the following areas: Monona, Madison, Lake Mills, Cambridge, Sun Prairie, and individuals who work in Cottage Grove.*

Survey Question: Please list the number of people who live in your household.

AGE RANGES	AVERAGE NUMBER IN HOUSEHOLD	TOTAL NUMBER	RESPONSES
Under 5 years of age:	1	257	275
5-10 years of age:	1	373	331
11-14 years of age:	1	249	274
15-18 years of age:	1	228	240
19-65 years of age:	2	1,522	708
Over 65 years of age:	1	197	185

**Total Responses: 816*

Survey Question: How do you have access to the internet at your residence? Check all that apply

Internet Provider: 98.64%
 Phone: 42.13%
 I do not have access: 0.12%

Total Responses: 815

Survey Question: How important are each of the following library services to you (and your family)?

SERVICE	EXTREMELY IMPORTANT	VERY IMPORTANT	SOMEWHAT IMPORTANT	A LITTLE IMPORTANT	NOT AT ALL IMPORTANT	TOTAL
Borrowing materials such as books, devices, games, newspapers and magazines, DVDs, CDs etc...	45.80% 371	21.11% 171	10.49% 85	5.19% 42	17.41% 141	810
Research assistance from librarians to help find items	12.59% 104	17.21% 138	28.43% 228	16.08% 130	25.69% 206	806
Programs such as story time, summer reading, world language, hobbies, clubs, health/wellness, fitness	31.72% 258	22.76% 183	13.56% 109	11.94% 97	20.02% 161	808
Tech device assistance through classes and drop in help for all ages	14.91% 123	15.65% 126	23.85% 193	15.78% 127	29.81% 240	809
Wifi and Internet access	17.25% 141	15.25% 123	18.38% 147	14.37% 115	34.75% 278	804
Online library services including library websites, shared catalog, and research databases	32.67% 266	24.72% 199	16.89% 137	6.96% 56	18.76% 151	809
Access to use of photocopier, scanner, and digitizing equipment	14.84% 122	16.96% 136	22.82% 183	13.84% 112	31.55% 253	806

SERVICE	EXTREMELY IMPORTANT	VERY IMPORTANT	SOMEWHAT IMPORTANT	A LITTLE IMPORTANT	NOT AT ALL IMPORTANT	TOTAL
Home service, outreach, and special materials resources for people with disabilities	17.29% 142	16.54% 133	16.29% 131	14.68% 119	35.20% 283	808
Racial equity/social justice resources, seminars and trainings	26.03% 212	16.69% 134	18.18% 146	12.83% 104	26.28% 211	807
Cultural/historical events and interactive learning experiences	25.09% 205	24.84% 200	18.14% 146	10.31% 84	21.61% 174	809
Job search and training information plus career resources	14.55% 120	18.03% 145	17.79% 143	15.05% 122	34.58% 278	808
Collaboration with local schools, daycares and organizations	31.84% 258	23.22% 187	13.98% 112	7.62% 61	23.35% 187	805
Literacy programs for all ages	39.73% 322	22.17% 179	12.33% 99	6.10% 49	19.68% 158	807
Access to free e-books and audio books	43.67% 356	21.46% 173	12.16% 98	5.09% 41	17.62% 142	810

Survey Question: How important are each of the following library building spaces to you (and your family)?

Library Building Space	EXTREMELY IMPORTANT	VERY IMPORTANT	SOMEWHAT IMPORTANT	A LITTLE IMPORTANT	NOT AT ALL IMPORTANT	TOTAL
Small study rooms, work rooms and/or meeting rooms	18.83% 152	19.95% 161	20.81% 168	14.00% 113	26.39% 213	807
Quiet reading area	21.80% 178	24.81% 198	19.30% 154	9.02% 72	25.06% 200	802
Large, versatile community room	24.53% 200	25.16% 203	19.05% 153	8.84% 71	22.42% 180	807
Comfortable spaces in the library	31.21% 253	28.84% 232	14.73% 118	4.87% 39	20.35% 163	805
Children reading and play area	40.27% 326	18.83% 151	11.85% 96	6.23% 50	22.82% 183	806
Preteen and teen areas	29.25% 237	26.13% 209	13.88% 112	6.88% 55	23.88% 191	804
Computer stations throughout the library	25.44% 207	24.44% 196	20.20% 162	7.86% 64	22.07% 177	806
A workspace to be creative and innovative	21.65% 176	23.28% 186	20.78% 167	9.01% 72	25.28% 202	803
Outdoor patio and community garden	25.59% 208	23.10% 185	17.73% 142	9.11% 74	24.47% 196	804
Outdoor nature learning area	27.40% 223	23.29% 187	16.69% 134	7.97% 65	24.66% 198	807
Outdoor book and material drop off available 24/7	53.05% 430	18.06% 145	7.35% 59	4.23% 34	17.31% 139	807

Survey Question: Overall, how important are library services to you (and your family)?

- Extremely important: 47.65%
- Very important: 22.96%
- Somewhat important: 7.41%
- A little important: 5.56%
- Not at all important: 16.42%

Total Responses: 810

Survey Question: Overall, how important is a community library building to you (and your family)?

- Extremely important: 51.05%
- Very important: 17.88%
- Somewhat important: 6.91%
- A little important: 3.95%
- Not at all important: 20.22%

Total Responses: 811

Survey Question: How interested would you be in having a library building in Cottage Grove?

- Extremely interested: 58.18%
- Very interested: 12.67%
- Somewhat interested: 4.55%
- A little interested: 3.08%
- Not at all interested: 21.53%

Total Responses: 813

Business Interview Responses from Local Business Owners (See appendix 13)

In addition to the online survey for Cottage Grove residents, the LPC randomly selected 15 Cottage Grove businesses and interviewed them about their level of interest for a public library building in Cottage Grove. All businesses were in favor, many citing they would utilize library services as part of their business practices.

Business Industry	Can you give us an example of how your business might use a library and their services?	How could a library impact your business?	As a business owner, would you support the building of a physical library in the Village of Cottage Grove and why?	Do you have any questions or comments?
Advertising, Marketing, Writing	As a small business owner, I could see using the common space as a workspace when I need a change of scenery (I mainly work from home with COVID, or coffee shops when we're not in a pandemic!). I could also see the library as a business meeting space, as my meetings are typically just with one other person.	I'm always looking for new resources for business education. I love the idea of having a close-proximity library to have access to free educational materials like books, audio books, magazines, etc.	Of course! As a new writer/author, I'd love to have a place to sneak away and write. When it comes time to publish, what better place than our local library to help launch my book!	What are major oppositions from the community against building a library?
Youth and Adult Cheer	Possibly use space for meetings, send parents there while child n at the gym, possible collaboration program in fitness and reading, etc.	Depending upon the hours, it could be a place parents could go while children are attending practices/classes.	YES	n/a
Distillery	I could foresee us potentially using the common space. We all have children and sometimes we bring them with us and it would be a great outlet away from our business to keep them occupied whether it be a visit or checking out books for them.	Being that we are in a small growing community, anything that can attract a workforce as we grow is a positive to me. Especially a demographic interested in libraries/education.	I support the build of a physical library.	No questions at this time.

Business Industry	Can you give us an example of how your business might use a library and their services?	How could a library impact your business?	As a business owner, would you support the building of a physical library in the Village of Cottage Grove and why?	Do you have any questions or comments?
Daycare/4K Practitioner	<p>KSLC: Taking COVID-19 out of the picture, things we would like would be story time, library activities, things like that. Dane county was coming here. We cannot transport toddlers, but we would like to get library services to come to us especially for the younger kids. Resources, (backyard bugs, STEM activities, weekly themes). **They would use library services to come to them</p>	<p>KSLC: Our business is families and children, so yes, a library would impact our business with the outreach to families and children. The library could do that. A good way for family to spend time together. For example, Sun prairie library is a great resource for the community. It is amazing that CG doesn't have a library.</p>	YES!	No-but let us know if you need anything else.
Nonprofit	<p>As a recruiter - research on companies and can't get all online. Need to look into other resources that a library would have. Articles on the company, history, background on executives. Sometimes you can't depend on what you read on the internet but stuff in articles or directories tend to be more accurate. Excellent resource for businesses. For Miracle League - Meeting space would help - having a place to go and meet with people, orientation meetings for new volunteers or parents or to recruit new families and volunteers. Meeting room would be very helpful</p>	<p>Will help him to get to the right people in organizations, decision makers and candidates. Need to know future plans are company, if attractive for candidate. Became too dependent on the internet and that info isn't always accurate. In 1988 depended on the library full time and in the last couple of years, found the library to be more accurate than just the internet. The Internet is opinionated, while the library has more factual resources.</p>	<p>Yes. Absolutely. Where he lives on the far west side of Madison, when he moved there it didn't have a library and now there is one down the street. The library had immediate demand and people that use it. A library is really good for retired people to go and read outside of home - newspapers, books. His wife goes online to reserve a book and direct to the nearest library and they contact her when it is there. Bill has talked with a developer in his area that indicated increased property values because of access to the library.</p>	<p>No questions. Just a comment that a library is a good resource when you need info that is accurate. He recently saw his grandkids in Colorado and their teachers require them to go to libraries to get info, instead of just getting stuff from the internet because library resources are better than the internet and not just sitting at home looking up stuff.</p>

Business Industry	Can you give us an example of how your business might use a library and their services?	How could a library impact your business?	As a business owner, would you support the building of a physical library in the Village of Cottage Grove and why?	Do you have any questions or comments?
Senior Activity Center	<p>This has interesting potential (about having a library in Cottage Grove). Recently Colonial Club ended their relationship with Marshall library - the first meal site in Marshall was in an older community building that was then sold and to prevent losing a meal site in Marshall, Diana, librarian of the Marshall library, said to bring meals to library and then she did programs after the lunch at the library. So colonial club delivered home delivered meals to the library instead of in individual homes. Diana retired recently and not enough interest from Marshall residents that made it worth continuing - and needed someone drive meals over to Marshall so didn't work. Sun Prairie Library also does things for older adults. Younger group of seniors that feel more comfortable saying going to library rather than senior center. Not a lot of collaborative stuff with Sun Prairie library other than share info such as library has senior programming coming up and vice versa. Their case management team could have office hours for a case manager in the CG library, not just in specific apartment complexes. Having a site in a public building allows for more outreach rather than just from whomever lives in that apartment complex. Potential site for Medicare Part D enrollment in the fall,</p>	<p>It will help us with just our basic outreach. Being able to have our newsletter in a facility like a library where people are coming in every day, where we can meet and get the word out to more people about what is available. Outreach piece is the biggest component.</p>	<p>Yes. I think people of every age, preschool to senior citizens, would benefit from a library. When I started with the Colonial Club, the library in Sun Prairie was relatively new, and I remember talking to the librarian at the time and she said the library was looking to encourage more participation, and now 13 years later, Sun Prairie library was looking at expansion or another branch - "if you build it, they will come."</p>	None.

Business Industry	Can you give us an example of how your business might use a library and their services?	How could a library impact your business?	As a business owner, would you support the building of a physical library in the Village of Cottage Grove and why?	Do you have any questions or comments?
Childcare Center	Field trips for their kids to go to in the community. Older kids could walk there but the younger kids, they'd rent a van to take them there because it would be too far for little kids. Currently, Madison Public Library comes and does a story-time with activities with kids and would hope that the local library would do that instead. They'd have their kids take advantage of checking out books from the local library. They do not use the Bookmobile at all.	A library could bring more families to our community which would increase the need for my business as a daycare.	Yes. It'll be a great resource for our community to have - especially with as many children and families that live here.	None at this time but so excited for a library to be in Cottage Grove.
Yoga Studio	I might hold classes in the library.	A library could help my business by providing community space and offering resources for my students to use.	Yes I would. My main reason is to improve overall wellness as a community.	I thought we are going to have a library 15 years ago and I donated to the library. Why are we doing this survey? I believe our community needs a library especially for the kids. It is greatly needed and overdue plus a rec center.
Local Farm	Meeting room for a class on looming; Workshops to reach more people and have them be aware of the business. Would have been helpful in developing their website with librarian's help and resources rather than just relying on their children's availability to help with any issues that arose.	Inter-library loan - point customers to more resources on knitting, crocheting, looming, etc. Can check out resources by renting a book before specifically purchasing it and having it not be something that they want to keep.	Absolutely! From the standpoint of having educational access for children, families, students of all ages. Learning never ends. It's a resource for everyone in the community. Besides the educational aspect, the frosting on the cake are the meeting rooms, having periodicals, hard copies, places you can go and sit. Once we get past COVID-19, it can be a meeting place. And people with similar interests can meet in quieter atmosphere without going to bars or coffee shops that can be noisy. Good to have a public place for people to get out of social isolation.	Have supported the library in the past with book sales and being a lifetime member of Friends of Cottage Grove. Encourage everyone to support the library!

Business Industry	Can you give us an example of how your business might use a library and their services?	How could a library impact your business?	As a business owner, would you support the building of a physical library in the Village of Cottage Grove and why?	Do you have any questions or comments?
Recreational Sports	<p>Meeting spaces. Volunteer opportunities for members and community members For their multi day tournaments, they usually have other events/annual meetings/training for executive boards because everyone is all in one spot and many times come from all over the country. Currently use Madison library services for community center aspects and volunteering opportunities, so would be good to use a local library instead.</p>	<p>Need additional meeting spaces for administrative duties. When they send out bids for their tournaments/events it is a bonus to have additional available meeting space for administrative duties as well as the hotels and restaurants, too. Community contact - a way to reach others in the community.</p>	<p>Yes. 1. A library is an essential part of any community - especially for his family because he has kids. He goes to the library in his community with his kids about 2x/week. 2. Doesn't know about the politics of town and village, but possible that some of the central and cooperative development over the years resulted due to inability to come together over something real and positive (like a library) rather than in abstract. Village has done a good job with growth and a library is an essential part of growth as a community. He was surprised there wasn't one here already. People love living in Cottage Grove and young couples move there. 3. A library built with public and private funds establishes public good as a site in the community for philanthropic work. Once it is established, hopefully, that the fundraising for the library went well, then the village will have experience in fundraising and a list of donors that will be the foundation for further development projects in community - public and private ventures or just private ventures - for additional educational programming and larger projects in community. Libraries are designed to provide a service to a community which makes them functional for the community.</p>	<p>Questions about the process going forward and the past attempt - which were answered. Jeremy is super excited and wants to help any way he can. He wants to be made aware of when the presentation is in December so he can show support for the library then, too.</p>

Business Industry	Can you give us an example of how your business might use a library and their services?	How could a library impact your business?	As a business owner, would you support the building of a physical library in the Village of Cottage Grove and why?	Do you have any questions or comments?
Financial Advisor	We would potentially use multi-purpose rooms to host client events. We hold educational events that would be a good fit to host there.	I am not sure how much a library would impact my business. However, a community facility that has space for youth education and programs, senior programs, and adult education would be extremely beneficial to the community and would offer great opportunities for our customers.	Yes, however I would prefer to see a building that serves many needs of the community as mentioned above and could also contain a library. This would expand the user groups as well as offer potential for public-private partnership to build and sustain the facility.	I believe a community center would serve the highest number of cottage grove residents and generate support. Several potential user groups would benefit. A library could be part of the community center.
Yoga and Wellness Studio	Libraries are wonderful community spaces. I would offer a Chair Yoga Program, as well as other educational series/workshops - mindfulness and meditation for example. Targeting retired individuals, as well as underserved populations and children (storybook yoga) is a great way to build relationships between businesses like mine and the community. I have worked with other libraries in similar capacities with much success.	Community connections! The services I offer are valuable to everyone, but even with the most open and welcoming space, many have preconceived ideas or poor past experiences with yoga elsewhere. I take yoga out of the studio whenever I can (into local businesses for example) to meet people where they are in a neutral and comfortable place for them. A library is a warm and familiar place for most which will allow them to try new things outside of their comfort zones.	Yes! Libraries are community-building gathering spaces. They offer services that many need and don't have access to - we need that in CG. The dynamics between the village and town are often negative. The Parks & Rec undermines local businesses by offering programs that undercut and undervalue our businesses and the Chamber struggles and works hard to build bridges among all these groups. I'm hopeful a library could help to blur the lines within our community.	I really hope that this process can move forward and come to fruition soon. Once it is safe for people to be together, we are going to need it more than ever.
Pharmacy	Small meeting spaces. Med D searches, medication talks.	Allow us an opportunity to have a meeting space	Yes	Cost?
Auto Sales	If it was a public library that customers could use. Customers would have a place to go and hang out	With having a library, the more we make this a town that people can stay in, the more things that can happen and benefit our town	we would. Anything that is done in CG will support our business	no questions. supportive of property taxes going up if it helps the people of cg and keeps people in cg
Pharmacy	Use of the large meeting spaces	Keep more people local.	yes, keep people here in the village	no

Conclusion and Recommendations

These findings, which demonstrate a strong level of interest from community members and local businesses alike, present a clear recommendation. Based on the results of all the research, the Library Planning Committee recommends researching, writing, and submitting the required documents to the Department of Public Instruction - Division of Libraries and Technology requesting an opinion on the **feasibility and desirability of establishing a new public library in the Village of Cottage Grove.**

The Library Planning Committee thanks the Village Board and Administration for their time and consideration of the needs and wants of the residents in Cottage Grove about a future public library in our community.

Appendix II.

Library Planning Committee 2021 Final Report



Library Planning Committee Final Report

July 5, 2021

Committee Members:

Cynthia Kelm-Nelson (Chair)
Alison Anger
David Peterson
Melissa Ratcliff
Stephanie Rossing

Executive Summary

Last year, the Library Planning Committee (LPC) found that the residents of the Village of Cottage Grove demonstrate a high level of support for investigating the future building of a public library. In 2020, the LPC met with local experts, researched other public library campaigns in Dane County, and developed a ten-question peer-reviewed survey to gather responses from people who live and work in the Cottage Grove community. Results showed a high level of interest in the project (>70%). Supported by the data reviewed from the 816 household responses and the 15 businesses who took a survey regarding the importance of a library in our community, the LPC was then tasked with continuing the researching phases, including financial data, in 2021.

Specifically, as directed by the Village Board on December 21, 2020, the LPC was to research the approximate costs of operating (operational costs) and building (capital costs) a library. Motion by John Williams to allow the LPC 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.

The LPC is now providing their 2021 research findings as well as the suggested next steps in the library planning process which includes the critical submission of a non-binding letter to the Department of Instruction and formation of a formal Village Library Board, both of which are outlined in the following recommendation:

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 Public 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, and **(3)** include budget memo items, including funding for a financial feasibility study, library impact fee study, and administrative support, in the 2022 Village annual budget.

The LPC thanks you for your time and consideration.

Sincerely,



Cynthia Kelm-Nelson
Village of Cottage Grove Library Planning Committee Chair

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Introduction and Goals

Last year, the Library Planning Committee (LPC) found that the residents of the Village of Cottage Grove demonstrate a high level of support for investigating the building of a public library. In 2020, the LPC met with local experts, researched other public library campaigns in Dane County, and developed a ten-question survey to gather responses from people who live and work in the Cottage Grove community. Results showed a high level of interest in the project (>70%). Supported by the data reviewed from 816 household responses and the 15 businesses who took a survey regarding the importance of a library in our community, the LPC was then tasked with continuing the researching phases in 2021.

As directed by the Village Board in December of 2020, the LPC was to research the approximate costs of building and operating a library. Motion by Williams to allow the LPC as recommended to move forward and come back to the Village Board with findings, seconded by Valencia. Motion carried with a voice vote of 7-0-0.

The LPC is now providing their 2021 research findings and suggested next steps in the library planning process which includes the critical submission of a non-binding letter to the Department of Instruction and formation of a formal Library Board.

Abbreviations

CG (Village of Cottage Grove); DCLS (Dane County Library Services); DPI (Department of Public Instruction); LB (Library Board); LPC (Library Planning Committee); SCLS (South Central Library Services)

Committee Structure and Members

The LPC was created on November 4, 2019. The committee has met each month, usually on the first Wednesday of the month for one to two hours. Members have consistently worked outside the meetings to complete research. Agenda and minutes have been approved and submitted to the Village Hall administration. The group consists of five Village residents: Cynthia Kelm-Nelson (Committee Chair, Village Representative), Melissa Ratcliff (Village Board Representative/Secretary), Stephanie Rossing (Monona Grove School District Faculty Representative), and Alison Anger (Friends of the Cottage Grove Community Library, Inc.). Former members include David Peterson (Village Representative, now Village Trustee), Anne Schoenemann (Friends of the Cottage Grove Community Library, Inc.), and Tiffany Haas (Monona Grove School District Faculty Representative).

Timeline Overview and Milestones

January: The Village Board of Trustees approved two new committee members on the 1/4/21 meeting. The LPC had the first meeting of the year and established timeline and objectives to accomplish 2021 directives.

The **Primary Goals** of the LPC in 2021 were to:

1. Determine state and county standards for building a public library.
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.

February: In consultation with the Director of Dane County Library Services (DCLS) and the Department of Public Instruction (DPI), the LPC created documents outlining service populations and space requirements as well as public library requirements in accordance with public statutes (*i.e.*, Chapter 43). These data were then used to create a proposal for operational costs. The LPC compared these estimates to similar municipalities with public libraries in Dane County.

March: The LPC consulted with South-Central Library System's Building & Design Consultant to draft a proposal for low, medium, and high estimates for capital construction costs based on our community size, population projections through 2040, and estimated standards and requirements for building a public library. The LPC also met with Belleville, Oregon, and Fitchburg representatives on their recent library projects. Additional research regarding fundraising, marketing, and grant opportunities was completed.

April: The LPC provided operational, capital, and utility research to Village administration and Ehlers Public Finance Advisors to review and form low, medium, and high range financing plans and estimated costs to taxes (these estimate that are provided do not factor capital campaign, fundraising, or grants that are obtained)

beginning in the year 2025. Additional research was done on financial feasibility studies and capital campaign consulting.

May: The LPC researched next steps in planning and completed its research on additional major and minor funding sources, drafted documents on the formation of a Library Board, and a librarian position. The LPC met with the Friends of the Cottage Grove Community Library Inc. to discuss the land that was previous purchased. A preliminary list of library-specific architects was researched.

June: The LPC completed its research by generating a document on how the community would be involved in this planning project, how the library accomplishes multiple village initiatives (priorities) and established a list of important contacts.

LPC July 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, and (3) include budget memo items, including funding for a financial feasibility study and administrative support for a Library Board, within the 2021 Village annual budget.

Conservative Costs and Considerations

In this section you will find research, data, and estimates used to determine for operational and capital costs of building a physical library in the Village of Cottage Grove. These data include (1) population data and projections through the year 2040, (2) current library usage, and (3) space needs assessment. These values were then used to calculate minimum requirements for operation and square footage needs for a building.

Costs Summary

The annual estimated operational costs drafted by the Dane County Library Director, Tracy Herold, is approximately \$500,075. That is the amount needed to pay for the staffing, materials, and programming to operate the library for one fiscal year; that takes into consideration minimum standards to meet State as well as County requirements (**Appendix 1, Appendix 2, Appendix 3**). In some cases, those standards in this report have been set to exceed minimum requirements (based on expert opinion); for example, the draft exceeds minimum hours open per year. It is important to note that these estimates have been made using Village and surrounding area population projections (**Appendix 4 and Appendix 5**).

In both 2019 and 2020, the Village of Cottage Grove paid \$273,481 per year in Dane County library tax for the bookmobile and using other municipalities' libraries. It is estimated that this tax will continue to increase each year. County tax is reimbursed to municipalities that operate a public library meeting the required standards. Thus, upon the opening of a Village of Cottage Grove Community Library, Dane County tax would be reimbursed to the Village of Cottage Grove based on use from village residents and the service area the library would provide (e.g. Town of Cottage Grove).

The LPC has provided a low, medium, and high range of estimated capital costs. The current draft building estimates for a 24,670 sq ft library (based on population projections, estimated service population, and estimated spaces) is \$5.2-7.5M (estimates \$280 sq ft is average for current building costs; \$20-25 sq ft for furniture and fixtures). These estimates include an approximate cost of starting collection at \$740,000 (Total collection standard x \$20/item). Additionally, LPC has worked with Ehlers to provide low, medium, and high range capital plan conservatively estimates construction, architectural design, furniture and fixtures, road work, and other activities associated with building of the physical library (\$9.5-12.4M). The low, medium, and high financing and tax impact estimates are included; this is strictly a conservative estimate at best. On an average home in the Village, this ranges from \$0.36-\$1.53 per \$1000 without any additional funding sources impacting tax ranges.

It is important to emphasize that the financial amounts the LPC has compiled in this report is extremely conservative as they do not account for any outside capital campaign fundraising or grant money which is necessary for public library construction and programming, and to fully involve the greater community in this process.

The financial assessment documents in this report include the following assumptions:

- Project costs based on 2021 estimates provided to the village and inflated by 5% annually.
- Based on estimates provided to the Village inflated by 1% annually for operations and 3% annually for the Director's cost.

These estimated ranges will ultimately change as the future Village Library Board applies for grants, sets up an endowment fund, and the Village business and resident populations increase. The Friends of the Cottage Grove Community Library Inc. and the Village can apply for grants and other types of donations at any time; in fact, the LPC is currently investigating grant submissions for 2022. We also anticipate donations in-kind and building grants. Thus, until a Library Board is approved/appointed, a financial feasibility study is completed (see subsequent sections), and a library program statement is submitted we will not have more than a very general estimate.

Estimated Cottage Grove Library Standards and Requirements

Cottage Grove Population Projection Summary

The LPC used the following data to calculate operation costs and proposed square footage (capital costs) during its 2021 planning. Both operational and building estimates require population ranges in order to meet State and County requirements. The LPC used a population range of 5000-16470 to calculate the report estimates.

- 5000-9999 was used to calculate standards for operating costs from DCLS that are presented in this report.
- A population of 9470 was used to calculate square footage assessments with an additional 7000 in non-resident usage (Total of 16,470).

Current Cottage Grove Population

7020 residents (2019, United States Census Bureau)

Monona Grove School District Long Range Estimates

	2010 Census	2016 Estimate	2020 Projection	2025 Projection	2030 Projection	2035 Projection	2040 Projection
Town of Cottage Grove	3,875	3,824	3,935	3,980	4,010	4,000	3,975
Village of Cottage Grove	6,192	6,635	7,190	7,845	8,465	8,990	9,470
City of Monona	7,533	7,864	7,319	7,194	7,034	6,804	6,559

Source: WISDOA

Village Development and Growth Projections

Year:	2022	2023	2024	2025	2026	2027	2028	2029	2030
Estimated Population:	8845	9801	10261	10651	10891	11131	11311	11491	11671

Current Cottage Grove Usage

There are 874 Cottage Grove patrons who have been identified by Bookmobile staff (DCLS does not differentiate between Village and Town). Cottage Grove patrons have used the following locations most; the numbers are the number of checkouts at these locations:

- Madison (Pinney) 7133
- Bookmobile: 7028
- Sun Prairie 5888
- Monona 2341
- McFarland 428

Estimated Service Population and Space Needs



Space Needs Worksheet.pdf

Minimum Standards

Minimum standards exist for several reasons. The purpose of this voluntary program is to encourage the ongoing development of quality library service throughout the State of Wisconsin by providing public libraries with a tool to identify strengths, recognize areas for improvement, and assist libraries in gaining community support. In addition, Dane County (DCLS) has rigorous standards that go above and beyond the State minimum standards. Minimum standards include number of different types of resources, items, and equipment, hours of operation, and staffing. If minimum standards are not met, then the Dane County tax reimbursement is not applicable.

Links:

<https://dpi.wi.gov/pld/boards-directors/library-standards>

<https://www.dcls.info/sites/www.dcls.info/files/docs/2016%200602%20Approved%20POS%20Brief.pdf>

Estimated Operating Costs

Dane County Library Standards & SAMPLE ESTIMATES for the Village of Cottage Grove

5000-9999 population range

Hours open: 2993 hours/year (.45/capita); 58 hours/week

Staff total: .0008/capita; 5.32 FTE

Possible staff scenario: Director MLS: 40 hours/wk - \$70,000 – 1 FTE

Youth Services MLS: 40 hours/wk - \$55,000 – 1 FTE

Adult/Access/Circulation MLS: 40 hours/wk - \$55,000 – 1 FTE

3 Clerks/Assistants 20 hours/wk \$18/hour - \$56,160 – 1.5 FTE

Pages: 3 at 15 hours/wk \$15/hour - \$35,100 – 1.13 FTE

Total wages: \$271,260/year

Total benefits: \$67,815 (25% of wages)

Total staff cost - \$339,075 - 5.63 FTE

Materials expenditure: \$5.70/capita; **Min annual exp: \$38,000**

>Total collection: 5.7/capita; Items: 38,000

Building maintenance: **\$15,000**

Utilities: **\$30,000**

SCLS fees: **\$45,000**

Technology: **\$20,000**

>2 LinkCat, 2 self-check PCs

>broadband wireless

>5 staff PCs

>Printers, scanners, peripherals

>RFID pads

Supplies: **\$5,000**

Programming: **\$5,000**

Staff training/conferences: **\$3,000**

Total estimated annual operating costs for Cottage Grove: \$500,075

Operating Standards Worksheet



Standards
Worksheets.xls

Estimated Capital Costs

In this section, the LPC outlines comparable municipalities (populations) and their existing library sizes (total square feet). Using current building and construction estimates, low, medium, and high ranges for building costs with furniture and fixtures are provided.

Comparable Dane County Populations and Existing Library Sizes

Community	Population 2020	Library Size (total sq. ft)
Belleville	2,473	15,000
Cross Plains	4,010	16,000
DeForest	10,624	35,000
Fitchburg	30,391	38,000
McFarland	8,952	17,820
Middleton	21,050	32,000
Monona	7,920	27,182
Oregon	10,270	35,000 (projected future building)
Stoughton	12,954	16,000
Sun Prairie	35,895	36,000
Verona	12,737	31,000
Waunakee	14,399	40,000
Sequoia & Pinney libraries		20,000 ea

SCLS Estimated Building Costs (low, medium, high ranges)

Using the Service Population model of 24, 670 sq. ft

Low Cost index for construction is \$4,767,098 or \$193.23 per sq ft. Plus \$20/sq foot for furniture & fixtures
\$5,260,380

Median Cost index for construction is \$6,302,104 or \$256 per sq ft. Plus, \$25/sq for furniture and fixtures
\$6,907,000

High Cost index for construction is \$6,896,642 or \$279 per sq ft. Plus, \$25/sq for furniture and fixtures
\$7,499,680

\$280/sq ft is about average for recent projects.

Sample-Library Financing Plan (low, medium, high ranges)



Sample - Library Financing Plans.pdf

Sample – Tax Bill (low, medium, high ranges)

Note: The \$270,000 was used as the Dane County Library tax that Village residents pay (noted as ‘Deduct from County’ below). This number will increase each year; for example, the 2021 tax is \$280,331.

Current Tax Bill for Village of Cottage Grove, WI

	2020 SOA	2020 Levy	Assessed Tax Rate	2020 Assessed Value	Taxes	Actual Tax Bill
Total Village	847,290,000	4,410,900	6.06	366,000	2,217	2,216.65
Total County	847,290,000	2,356,749	3.24	366,000	1,184	1,184.36

Example Tax Bill for Low Cost Library Scenario Village of Cottage Grove, WI

	2020 SOA	2020 Levy	Assessed Tax Rate	2020 Assessed Value	Projected Taxes	Actual Tax Bill	Difference
Total Village	847,290,000	5,611,953	7.71	\$366,000	\$2,820	\$2,217	\$604
Total County	847,290,000	2,086,749	2.87	\$366,000	\$1,049	\$1,184	(\$136)
Net Change							\$468

Add to Village Levy \$1,201,053
 Deduct from County (\$270,000)

Example Tax Bill for Mid Cost Library Scenario Village of Cottage Grove, WI

	2020 SOA	2020 Levy	Assessed Tax Rate	2020 Assessed Value	Projected Taxes	Actual Tax Bill	Difference
Total Village	847,290,000	5,715,253	7.85	\$366,000	\$2,872	\$2,217	\$655
Total County	847,290,000	2,086,749	2.87	\$366,000	\$1,049	\$1,184	(\$136)
Net Change							\$520

Add to Village Levy \$1,304,353
 Deduct from County (\$270,000)

Example Tax Bill for High Cost Library Scenario Village of Cottage Grove, WI

	2020 SOA	2020 Levy	Assessed Tax Rate	2020 Assessed Value	Projected Taxes	Actual Tax Bill	Difference
Total Village	847,290,000	5,797,303	7.96	\$366,000	\$2,913	\$2,217	\$697
Total County	847,290,000	2,086,749	2.87	\$366,000	\$1,049	\$1,184	(\$136)
Net Change							\$561

Add to Village Levy \$1,386,403
 Deduct from County (\$270,000)

Current Land Description, Road, Utility Information



Road and Utility Info Fundamental Way.pdf

Library Board Formation and Requirements

Link: [Wis State Statute - Libraries, Chapter 43](#)

Per State Statute:

Abbreviated municipal library board composition, as applicable to the Village of Cottage Grove

In each village, town, tribal government, or tribal association of 5 members. Two additional members may be appointed to a library board so that the board has 7 members. Members shall be residents of the municipality, except that not more than 2 members may be residents of other municipalities. Members shall be appointed by the village president. Upon their first appointment, the members shall be divided as nearly as practicable into 3 equal groups to serve for 2-, 3- and 4-year terms, respectively. Thereafter, each regular appointment shall be for a term of 3 years. Vacancies shall be filled for unexpired terms in the same manner as regular appointments are made. The appointing authority shall appoint as one of the members a school district administrator, or the administrator's representative, to represent the public school district or districts in which the public library is located. Not more than one member of the municipal governing body shall at any one time be a member of the library board.

No compensation shall be paid to the members of a library board for their services, except as follows:

1. Members may be reimbursed for their actual and necessary expenses incurred in performing duties outside the municipality if so, authorized by the library board.
2. Members may receive per diem, mileage and other necessary expenses incurred in performing their duties if so, authorized by the library board and the municipal governing body.

A majority of the membership of a library board constitutes a quorum, but any such board may, by regulation, provide those 3 or more members thereof shall constitute a quorum.

Powers and duties. The Library Board establishes policies and oversees the operations including moneys, donations, and supervision of staff.

Example Cottage Grove Library Board (LB) (see Appendix 6)

Role	Position Description	Requirements to fulfill role
<i>President</i>	Lead meetings. Assign members as committee chairs. Work closely with Village Admin and LB members and all committees.	Have contacts or leader in the community. Digital, leadership, and relationship building skills
<i>Vice President</i>	Step in for President if absent. Work closely with the President. Lead a committee. Participate in LB.	Have contacts or leader in the community. Digital, leadership, and relationship building skills
<i>Secretary</i>	Create, take notes, and submit agendas and minutes. Work closely with Librarians. Lead a committee. Participate in LB.	Digital, leadership, and relationship building skills
<i>Treasurer</i>	Oversee LB budget and project financials (Appendix 7). Work closely with Village Admin, capital campaign committee. Lead a committee. Participate in LB.	Accounting, leadership, and relationship building skills
<i>Citizen Representative</i>	Lead a committee. Participate in LB.	Digital, leadership, and relationship building skills.
<i>Citizen Representative</i>	Lead a committee. Participate in LB.	Digital, leadership, and relationship building skills.
<i>Citizen Representative</i>	Lead a committee. Participate in LB.	Digital, leadership, and relationship building skills.

Note: One member will be a Village Trustee Board member (1 year term). 6 citizen members (3-year terms) No more than 2 members may be residents of towns adjacent to the Village. One will be a MGSD representative.

Example Committees:

- LB Policy Committee
- LB Finance Committee
- LB Facility Committee
 - Sustainability and Building
- LB Public Relations Committees
- LB Capital Campaign Committee
- Ad Hoc committees as needed: Strategic Planning, Solar and Leed Certification, Diversity and Inclusion (e.g., Assistive Technology Lending Library Status)

Example Responsibilities of the Library Board:

1. Prepare a job description for, hire, and provide regular periodic evaluations for a Library Director.
2. Determine the mission of the library and adopt written policies, consistent with that mission, to govern the operation of the library.
3. Engage in a strategic planning process for the library, including financial and design processes.
4. Serve on committees as assigned by the Library Board President.
5. Secure adequate funds to carry out the library's plans and participate in the annual operating and capital budgeting processes for the library.
6. Be knowledgeable about and comply with applicable laws, regulations, bylaws, and policies.
7. Advocate for legislation favorable to libraries on the local, state, and national levels.
8. Seek opportunities to learn more about the library planning process and the library community in general.
9. Be an advocate to the community and constituents for the library and for Board decisions.
10. Participate fully in the Board meeting process: Review materials that are sent to Board members prior to the monthly meeting and be prepared to participate fully in the meeting. Attend as many of the meetings as possible. Resign from the Board when no longer able to support the library's mission or devote the necessary time to being an effective Board member.

2022 Suggested Actions of the Library Board

1. Write bylaws, mission, and goals
2. Form sub-committees and community outreach
3. Select consulting firm and organize a financial feasibility study
 - a. Analyze results
 - b. Consult with Ehlers on revised financial impacts
4. Public engagement throughout the process
5. Initial Planning Discussions
 - a. Visioning
 - b. Stakeholder Identification
 - c. Goal Setting (programs and costs among other things)
 - d. Space needs programming – determining the space needs for the programming desired
 - e. Develop a new Library Program Statement
 - f. Interview and select project architect
6. Diagram of functional relationships – a generic floor plan showing the relationship of the areas
7. Write librarian position description
8. Work with engineering firm and SCLS
9. Preliminary Site Study with Facility Footprint – Concept of site with access, parking, and building
10. Global Project Budgeting
11. Begin discussion with the Dane County Library Board to determine county requirements
12. Write grants and pursue funding opportunities with the Friends of the Cottage Grove Library Inc.

Financial Feasibility Study, Capital Campaign, and Ongoing Fundraising

The LPC recommends that the Village Library Board hire a consultant to run a financial feasibility study to determine how much funding may be available in the area, other capital campaigns that may be ongoing in the next few years. The study would determine thresholds and develop a timeline or the capacity of giving and how long will it take.

Following the financial feasibility study the LPC recommends hiring an executive director to run the formal capital campaign after the completion of a financial feasibility study.

- Capital Campaign - funding for architecture design, construction, materials, and resources to open a library
- Donor Campaign Pyramid - donor levels, recognition system, naming rights
- Prospect Research - for a fee find donors through a program
- Fund Development - ongoing fund raising

Links and Contacts

[Belleville](#) and [Oregon](#) are new library links, [Waunakee](#), [Fitchburg](#) library links

Amanda White, Capital Campaign and Fundraising and Fund Development Consulting

Jenny Collins, Executive Director at the Madison Public Library Foundation

Tom Linfield, Madison Community Foundation

Evue Foundation

Marcy Helm, mini workshop on capital campaigns

Fundraising and Endowments

Fundraising Ideas (not an all-encompassing list):

- Business Foundations
- Possible Donations in Kind: construction, marketing, landscaping, indoor furniture- photos/paintings/pictures, big ticket items like tv's, workroom appliances, tech for innovation room or computer stations and loaner laptops, school staff provide expertise
- People or businesses to use meeting rooms possibly as donate in kind or naming rights of room
- Internships, Grants, Research projects with UW, Madison College, other training organizations
- Local organizations/community groups possibly as donate in kind: room name, items to loan out like baking pans, quilt tools, lions give funding for large print items, after school club items, flagpole and light, tools for innovation center, bench for courtyard
- The Cottage Grove Historical Society has already donated for a history room
- Naming opportunities
- Cafe, coffee/cookies in community
- Tours: land, other libraries, hard hat tour
- Challenge grants/matching gifts
- Storytelling - to build connection to the library and community
- Rounding up at grocery store
- A business group, organization, or individuals adopt the library for a month every year
- Smaller businesses outreach, tip jar
- Yearly fundraising events - Holiday, matching gifts, raise money for local group/library, annual campaign
- Determine possible capacity to support or start a matching gift
- Partner with local restaurants for fundraisers
- Place a flyer with utility bills highlighting the campaign
- Partner with financial institutions that have locations in the county, to place promotional materials in all their branches
- Challenge local community groups to compete with groups in other communities to see who can raise the most for their community

Possible Community Partners:

- WI Humanities Council
- University of Wisconsin Humanities Depts
- WI Historical Society
- Area Historical Societies
- Madison Arts Commission
- Dane County Cultural Affairs Commission
- Children's Museum
- UW Center for the Humanities
- WI Public Television
- WI Cultural Coalition
- Cooperative Children's Book Center
- Book Clubs
- Senior Centers
- Grey Wolf Foundation
- Cottage Grove Foundation

Additional Possible Library Funding Options:

A. Capital

<https://www.madisongives.org/nonprofits>

<https://cdbg.countyofdane.com/about>

<https://kresge.org/>

<https://www.rd.usda.gov/programs-services/all-programs/community-facilities-programs>

B. Operational

<https://fundsnet services.com/grants/education-and-literacy>

C. Sustainability

<https://focusonenergy.com/>

<https://psc.wi.gov/Pages/Programs/OEI/EnergyInnovationGrantProgram.aspx>

<https://www.usgbc.org/chapters/usgbc-wisconsin>

D. Programing/Literacy/Education

<https://www.neh.gov/grants>

<http://www.wisconsinhumanities.org/grants>

<https://www.ala.org/awardsgrants/awards-grants-and-scholarships>

<https://dpi.wi.gov/pld/lsta/faq>

Village Priorities

The LPC wanted to determine how the Village Departments and priorities could collaborate on the library project and use the library in the future. For example, Village Departments combine resources and services to better serve the community and decrease duplication of services. **A library intersects with multiple Village initiatives.**

1. **Fiscal responsibility and financial planning:** The LPC is recommending a financial feasibility study to determine how fundraising will impact the financing and tax plans. There are many opportunities to reduce finances (see other report sections). Keeping taxes local is fiscally responsible; as currently Village residents pay over \$280,000 for the use of other community libraries (2021).
2. **Economic growth:** Libraries have a large impact on the local economy and workforce development through the provision of a variety of classes and resources. The community's economy benefits when businesspeople use library resources to make business decisions, and employees use it to improve job skills. During economic hardship, citizens turn to and depend on the library. In turn, libraries boost economic development. Proximity to a library increases spending for those businesses located near the library. (Reference: <https://www.urban.org/sites/default/files/publication/46006/1001075-Making-Cities-Stronger.PDF>)
 - a. 73% of public libraries assist their patrons with job applications and interviewing skills, and 48% provide access and assistance to entrepreneurs looking to start a business of their own.
 - b. Chamber of Commerce leakage study (2017) shows that sales are leaking out of the CG area and being absorbed by businesses in Madison. (Reference: https://www.cottagegrovechamber.com/uploads/4/0/7/8/40788503/commercial_leak_age_study_-_cottage_grove_2015-08-20.pdf)
3. **Diversity, equity, and inclusion:** Libraries are accessible for all, support literacy, education, and technology for everyone including underserved populations. (Reference: <https://www.journals.uchicago.edu/doi/full/10.1086/699267>)
4. **Sustainability:** Libraries provide educational events (e.g., seed borrowing, community gardens). The Ad Hoc committee could provide suggestions during design and construction (i.e., reduction of carbon footprint, net zero building, LEED certification). (Reference: <https://americanlibrariesmagazine.org/blogs/the-scoop/libraries-and-sustainable-thinking/#:~:text=Sustainable%20thinking%20refers%20to%20the,life%20to%20fruition%20through%200choices>)
5. **Emergency management planning:** A library provides a space for residents to go in extreme weather; this location is currently lacking in Cottage Grove.
6. **Food insecurity:** Public libraries are part of the solution to food insecurity. Librarians can be a source for programming (State, County, and Local). For example, librarians may assist those who manage farmers' markets, summer feeding programs, community fridges, and culinary literacy centers builds a greater understanding of the unique roles of local librarians in community food systems. (Reference: <https://www.youtube.com/watch?v=h8YC2ILYsMk>)
7. **Communication and engagement:** A library provides the spaces to recruit volunteers from the community as well as provides and enhances their confidence, skills, and levels of employability. A library is welcoming to all, and that bridges socioeconomic divides through examples of productive partnerships. A library allows for a space for our local community groups to meet and provide information for residents on programs, groups, and activities to be active in. We estimate many roles for community members throughout the library planning process. (Reference: <https://www.ala.org/tools/librariestransform/libraries-transforming-communities/engagement>)

8. **Housing:** People prefer to live near a public library if they have a choice, and often perceive library access as part of an enhanced quality of life.
(Reference: <https://www.ala.org/tools/research/librariesmatter/minnesota-public-libraries-return-investment>)
9. **Parks and Recreation:** More so than a community center, town hall, or public park ever could, libraries connect their communities in a way that benefits everyone. They combine local resources, including arts and crafts, educational offerings, job training, tutoring and technology learning. The Cottage Grove Library could include a dedicated space for Parks and Recreation programming.
(Reference: <https://www.brookings.edu/blog/up-front/2017/03/30/how-public-libraries-help-build-healthy-communities/>)
10. **Cottage Grove's Mission and Vision:** a library directly serves the mission and vision of Cottage Grove by increasing the richness and opportunities for a growing village and effectively providing the community services for our citizens and fostering economic development.

Vision:

Cottage Grove will be a safe, friendly and attractive community for businesses, neighbors and families to live, learn, work and play and enjoy the richness and opportunities of a growing Village.

Mission:

The Village of Cottage Grove is dedicated to efficiently and effectively providing the community services for our citizens and partnering to foster economic development while encouraging our unique community appeal

Contact Information and References

Local School Librarians:

Mary Todd
Lucas Franklin
Elizabeth Wodzinski

DCLS:

Tracy Herold, Director Dane County Library Services

SCLS:

Deb Haeffner, Building and Design Consultant South Central Library System
Mark Ibach, Consulting Services Coordinator South Central Library System

DPI:

Shannon M. Schultz, Public Library Administration Consultant Wisconsin Department of Public Instruction

Local Library Contacts:

Bailey Anderson, Library Director at Black Earth
Bronna Lehmann, Belleville Public Library Director
Jennifer Endres Way, Oregon Library
Anne Schoenemann, President Friends of the Cottage Grove Library

Fundraising Contacts:

Monica Wahlberg, Grant Specialist
Jenny Jeffres, Executive Director Madison Public Library Foundation
Tom Linfield, Madison Community Foundation

References

1. <https://www.oregonpubliclibrary.org/about-library/building-project>
2. <https://dpi.wi.gov/pld/boards-directors/space-needs>
3. <https://dpi.wi.gov/sites/default/files/imce/pld/pdf/TE08.pdf>

Appendices

Appendix 1



Appendix 1. Establishment of a Public Library.pdf

Appendix 2



Appendix 2. Library Standards.pdf

Appendix 3



Appendix 3. Public Library Standards.pdf

Appendix 4

Monona Grove School District Long Range Growth Study Fall 2017:

https://www.mononagrove.org/cms_files/resources/Monona%20Grove%20School%20District%20Long%20Range%20Growth%20Study%20%20Fall%202017.pdf

Village of Cottage Grove Development and Growth Projections 2021 - 2030

Development Name	Total Housing Units	Units Constructed (UC)	2021		2022		2023		2024		2025		2026		2027		2028		2029		2030		Remaining Units
			Population Added (PA)	UC	PA	UC	PA	UC	PA	UC	PA	UC	PA	UC	PA	UC	PA	UC	PA	UC	PA	UC	
Cottage Grove Commons Phase 1	70 MF	70	140	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Cottage Grove Commons Phase 2	300 MF	50	100	200	400	50	100	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Glenn Grove Apartments	100 MF	0	0	75	150	25	50	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Quarry Ridge	65 SF	15	45	20	60	15	45	15	45	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Continental Properties	288 MF	0	0	144	288	144	288	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Highland Village	32 MF	0	0	32	64	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Coyne South Delwitt Multi-Family	30 MF	0	0	0	0	30	60	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Coyne South Homburg	17 SF	0	0	0	0	0	0	0	17	51	0	0	0	0	0	0	0	0	0	0	0	0	0
Coyne Highlands Delwitt Duplex	12 MF	0	0	0	0	0	0	0	12	24	0	0	0	0	0	0	0	0	0	0	0	0	0
Westlawn 5th Addition	120 SF	15	45	20	60	25	75	20	60	20	60	20	60	20	60	20	60	20	60	20	60	20	20
Westlawn 6th Addition	100 SF	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Shady Grove Single Family	56 SF	10	30	30	90	16	48	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Shady Grove Multi-Family	70 MF	0	0	35	70	35	70	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
The Farm Single Family	190 SF	0	0	0	0	20	60	20	60	20	60	20	60	20	60	20	60	20	60	20	60	20	30
The Farm Multi-Family	175 MF	0	0	0	0	50	100	50	100	75	150	0	0	0	0	0	0	0	0	0	0	0	0
Widens-Olsen Single Family	300 SF	0	0	0	0	20	60	20	60	20	60	20	60	20	60	20	60	20	60	20	60	20	140
Widens-Olsen Multi-Family	120 MF	0	0	0	0	0	0	0	30	60	30	60	30	60	30	60	30	60	30	60	30	60	0
Total	848 SF 1,197 MF	160	360	556	1,182	430	956	184	460	165	390	90	240	90	240	60	180	60	180	60	180	60	180
Total Population			7,653		8,845		9,801		10,261		10,651		10,891		11,131		11,311		11,491		11,571		

Notes: Single Family (SF) units = 3 people
 Multi-Family (MF) units = 2 people
 2020 estimated population 7,303

Appendix 6



The E. D. Locke Public Library Board of Trustees is composed of seven appointed McFarland residents who share a love of the Library. The job of the individual Library Board member is to participate as part of the Board team to accomplish the Library's mission:

The mission of E.D. Locke Public Library is to provide high quality materials and services to fulfill the informational, recreational, educational and cultural needs of the entire community in an atmosphere that is welcoming and respectful.

The Board member represents a community perspective, and is expected to represent the Library in the community. Board members need to understand that all authority rests with the full Board and its designees, not with individual Board members.

Responsibilities:

1. Prepare a job description for, hire, and provide regular periodic evaluations of the Library Director.
2. Determine the mission of the Library and adopt written policies, consistent with that mission, to govern the operation of the Library.
3. Engage in a strategic planning process for the Library.
4. Serve on committees as assigned by the Library Board President.
5. Secure adequate funds to carry out the Library's plans and participate in the annual operating and capital budgeting processes for the Library.
6. Be knowledgeable about and comply with applicable laws, regulations, bylaws, and policies.
7. Advocate for legislation favorable to libraries on the local, state, and national levels.
8. Seek opportunities to learn more about the E. D. Locke Public Library and about the Library community in general.
9. Be an advocate to the community and constituents for the Library and for Board decisions.
10. Participate fully in the Board meeting process: Review materials that are sent to Board members prior to the monthly meeting and be prepared to participate fully in the meeting. Attend as many of the meetings as possible. Resign from the Board when no longer able to support the Library's mission or devote the necessary time to being an effective Board member.

Appendix 7



Appendix 7. Developing a Library Budget.pdf

Appendix III.

2020 Village Priorities

2020 Village Board List of Priorities

Rank	Item	Description	John Williams	Troy Allen	Jeff Lenberg	Heidi Murphy	Melissa Ratcliff	Sarah Valencia	Paul Vandervelde	Total	2019 Rank
1	A	Village Economy/Economic Development	6	8	7	1	1	0	3	26	1
2	I	Equity, Inclusivity and Race	3	0	3	5	3	3	3	20	NR
3	K	Sustainability and Climate Change	6	0	0	5	3	3	2	19	7
4	E	Village Library	0	0	4	2	8	3	1	18	NR
5	B	Fiscal Responsibility	3	8	0	0	0	1	4	16	5
6	F	Housing	0	0	6	2	1	3	2	14	2
7	G	Parks and Recreation, Additional Amenities	0	0	0	2	2	3	2	9	3
8	J	Facilities Planning	0	0	0	1	1	1	2	5	4
9	D	Engagement and Communication	2	2	0	0	0	0	0	4	9
10	H	Update Ordinances	0	0	0	1	0	3	0	4	NR
11	C	Street Maintenance	0	2	0	1	0	0	0	3	12
12	L	Food Insecurities	0	0	0	0	1	0	1	2	NR
			20	20	20	20	20	20	20	140	

*note: please see corresponding document for further descriptions of items listed
 NR = Not Ranked (in previous year's list)*

Appendix IV.

2021 Village Priorities

2021 Village Board List of Priorities

Rank	Item	Description	John Williams	Troy Allen	David Peterson	Heidi Murphy	Melissa Ratcliff	Sarah Valencia	Paul Vandervelde	Total	2020 Rank
1	F	Village Library	0	0	6	3	8	5	0	22	4
2	C	Economy/Economic and Community Development	4	8	3	0	4	0	0	19	1
3	H	Sustainability	4	0	2	3	2	2	3	16	3
4	G	Diversity, Equity, and Inclusion	3	0	2	2	3	2	0	12	2
5	A	Fiscal Responsibility and Financial Planning	3	8	0	0	0	0	0	11	5
6	R	Strategic Planning	0	0	0	0	0	0	9	9	NR
7	M	Parks and Recreation	0	0	0	3	0	5	0	8	7
8	B	Road Maintenance	0	4	0	0	0	0	3	7	11
8	E	COVID-19 Relief and Assistance	0	0	2	0	0	5	0	7	NR
10	L	Housing	1	0	1	2	1	1	0	6	6
10	N	New Logo, Branding, and Marketing	1	0	1	3	1	0	0	6	NR
12	I	Fire - EMS Study	1	0	1	0	0	0	3	5	NR
12	J	Staffing Additions	0	0	1	1	1	0	2	5	NR
14	D	Communication and Engagement	2	0	0	0	0	0	0	2	9
14	K	Facility Planning	1	0	1	0	0	0	0	2	8
14	P	Ordinance Updates	0	0	0	2	0	0	0	2	9
17	O	Food Security in the Community	0	0	0	1	0	0	0	1	12
18	Q	Emergency Management Plan	0	0	0	0	0	0	0	0	NR
			20	20	20	20	20	20	20	140	

*note: please see corresponding document for further descriptions of items listed
 NR = Not Ranked (in previous year's list)*