



Cottage Grove Public Library

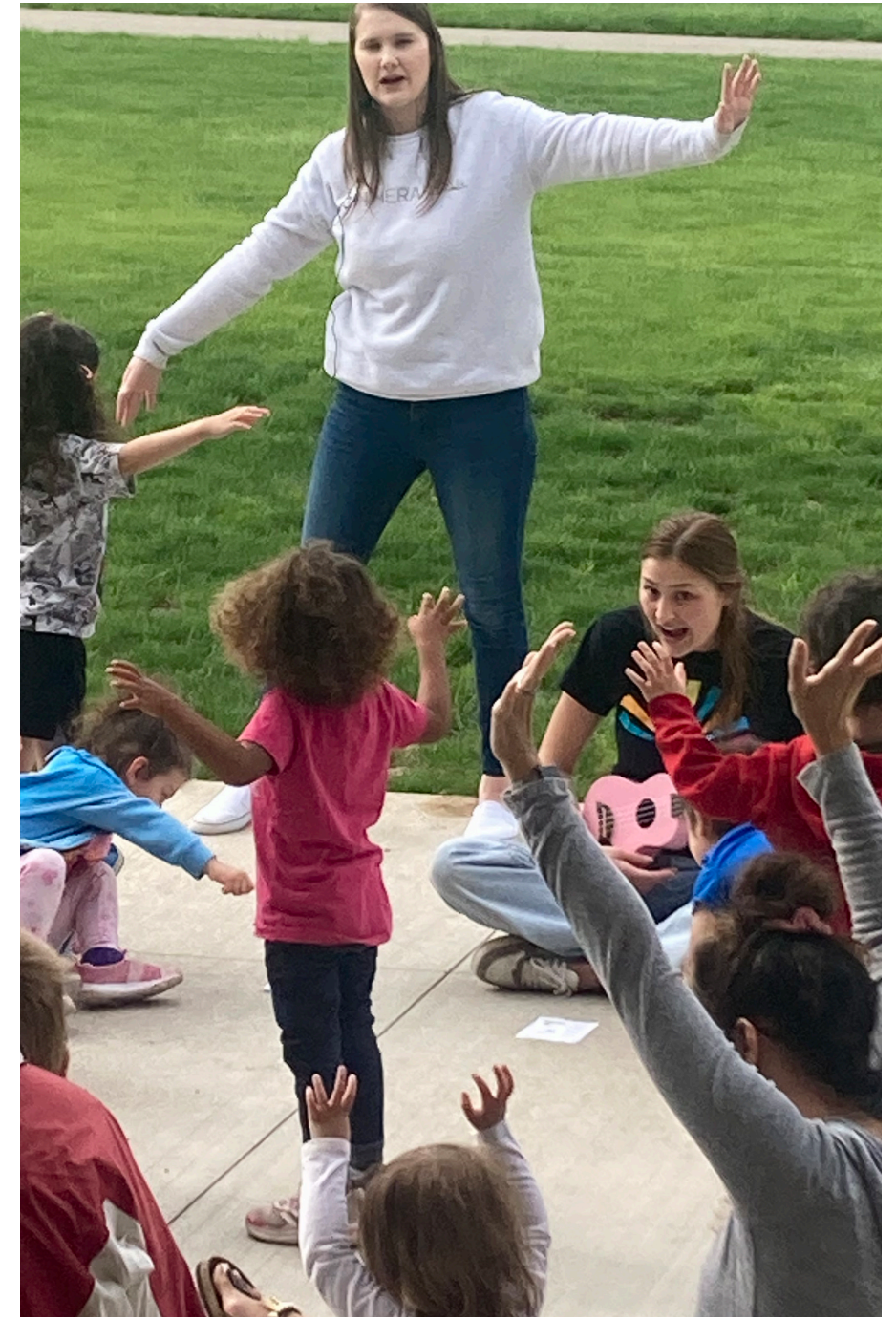
20-Year Master Plan
September 1, 2023



fgma



DJ Martinez M. White spins tunes at the Bookmobile Bash celebrating literacy and library service. The bookmobile has served Cottage Grove since 1966.



Children listen to stories, music, and move their bodies at Movement StoryTime in Bakken Park.

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School age children and their caregivers listen to a story at the Welcoming Schools National Day of Reading.



Gene Delcourt, Teacher at MG21 Monona Grove Liberal Arts Charter School, works on one of the Little Free Libraries in his woodshop.

ACKNOWLEDGMENT

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Community Members

* A special thanks to Dane County Library Services, South Central Library System, Monona Grove School District Administration and school Librarians, and the Monona, McFarland, Madison, and Sun Prairie Library staff.

Thank you to everyone that has given their time and valuable feedback throughout this process and in the engagement workshops. Your continued support is crucial to bringing this master plan to life.



AARP Small Dollar, Big Impact ribbon cutting

Our vision is to have a local public library for the future of the local community. A library is more than a building, it is a central component of our future community services. Libraries provide powerful resources for residents, businesses, and visitors alike. It is a place to meet and be informed, feel included, create opportunities, and support literacy and education.

- Cottage Grove Library Board Mission Statement

SECTION 1 | MASTER PLAN INTENT



Year 2019
The Village Board establishes the Library Planning Committee

Year 2020
Residential Survey Distributed

Year 2021
The Village Board ranked "Library" as the #1 priority

Year 2022
Capital Campaign Feasibility Study Completed

Year 2022
Village Board approved Friends Owned site as preferred site

Year 2022 to Today
Master Plan completed

WHY ARE MASTER PLANS IMPORTANT FOR A LIBRARY?

Public libraries are evolving - as they always have - to meet the changing needs of communities in the 21st century. Today's library is a place of lifelong learning, servicing people of all ages and at every stage of their lives by being adaptable, resourceful, and inclusive. People visit the library for solitary exploration and for the experience of connecting with others. Libraries build communities.

Because libraries are constantly evolving to meet the needs of the communities they serve, it is crucial that they engage in an intentional, comprehensive master planning process.

Meeting the ever-changing needs of communities presents space, design and financial challenges. The Master Plan is a road map for future decisions, positioning the library to make intentional, thoughtful decisions in a proactive manner, avoiding a reactive approach.

Libraries are supported and funded by communities and donors; as such, it is imperative that they operate with fiscal responsibility and strategic vision. Master planning engages the library's stakeholders, patrons, and the broader community to evaluate community needs and wishes. It also helps determine optimal facility size and layout in order to determine priorities, explore options, and set a budget.

IDENTIFY THE "WHY" - A HISTORY OF THE COTTAGE GROVE LIBRARY

The Village of Cottage Grove and surrounding areas are growing at a rapid pace. According to the Village, since 1990 the population has grown by more than 700%. The Village is the second largest municipality in Dane County without a public library, positioning the area to fall within a "library desert." Libraries not only build community and provide crucial services to patrons but also keep residents in the community. In 2022 Village of Cottage Grove paid over \$270,000 in Dane County library tax.

The need for a library in this community has been identified for some time. Efforts to establish a new library increased in 2019 with the formation of the Library Planning Committee (LPC). The LPC completed extensive research to gain insight on the support for a library and the feasibility of establishing a library.

Included in these efforts was a survey developed by the LPC with input from the UW-Madison faculty, librarians, the DCLS Director, and SCLS representatives. The survey was distributed in 2020 to the Cottage Grove community and received over 800 responses. The results showed that 79% of respondents support a public library.

In 2021, the Cottage Grove Village Board identified the library as

its #1 priority. The LPC researched and identified preliminary library operating and capital costs. In addition, the Library Board was established and the library received approval and support from the Wisconsin Department of Public Instruction.

The year 2022 brought with it a capital campaign feasibility study, meetings between the Library Board and all of the Dane County Library Directors, and advancements by the Library Board to establish library bylaws, mission and vision statements, and a website. In addition, the Village Board passed a resolution in support of the library along with approving the site purchased by the Friends of the Library as the preferred site. Also in 2022, the Library Board engaged FGM Architects to complete the library Master Plan and formed subcommittees for facilities, public relations, policy and budget. The Library Board worked with the UW Civil Engineering Department on a capstone project related to the library's site. Within this productive year, the Friends of the Library successfully engaged more than 800 individuals in library programming. Following this success and anticipating the upward trend, the Library Board hired an employee to coordinate library programs beginning in early 2023.

SECTION 2 | EXECUTIVE SUMMARY

DISCOVER

EVALUATE

IDEATE

EXECUTE

This Master Plan Report was created at a critical time for the community. Through years of extensive research and outreach by the Library Planning Committee, Library Facilities Committee, Library Board, Friends of the Library and others, the need for a library to serve the Cottage Grove community became abundantly evident. While the Friends group and Library Board have done an excellent job bringing services to the community through the bookmobile and program offerings, they are limited in their ability to reach all of the community with crucial services needed to provide financial and social equity and access to information. At this stage, there is no shortage of ideas to serve the community. The limitation lies in the lack of a dedicated library facility. Therefore, this master plan was created to provide the Library Board with comprehensive feedback and recommendations to guide the direction of the library for the next 20 years. Through a process of engagement, collecting and analyzing data, understanding strategic objectives, and building consensus, the master plan was developed with the following phases:

DISCOVER

During the Discover phase, engagement workshops were held with the Library Facilities Committee (LFC) and the community with the objective of capturing both qualitative and quantitative information. In addition, the team reviewed the work completed to date to establish the Library Board, obtain approval for the formation of the library by the Village Board, gain support by the community and begin library programming through the Friends Group. These workshops and discussions provided information on goals, priorities, concerns and space needs for the new library, with a view toward meeting evolving community needs over the next 20 years.

EVALUATE

Information from the Discover phase was evaluated in detail and revealed common themes as described below. This allowed for consensus building on the primary objectives and needs for the library over the next 20 years. This information was reviewed with the Library Facilities Committee and used in the development of a building program - an itemized list of space allocation needs for the library. The program document is included in this report within the Evaluate section. Some of those commonalities included the following:

- This community is rapidly growing and in a transitional period. The library should be positioned as the central hub for the community.
- The library should be an inclusive environment where people from all walks of life can gain support to thrive in their community.
- It is crucial to provide community / multi-purpose rooms since that kind of space is lacking in the community.
- The library should provide lots of study rooms.
- The children's area should be a priority and include amenities such as sensory boards, interactive displays, child height tables/seating, an area for crawlers/early walkers, and seating that can accommodate a child and caregiver together.
- There should be a variety of seating, child-friendly spaces and quiet areas to accommodate varying needs.
- Technology-rich spaces should be integral to the design.
- There is a strong desire for usable outdoor space for adults and children alike.

IDEATE

The intent for the Ideate phase was to develop a conceptual site layout, using the Friends of the Library site, and a conceptual room layout.

Multiple site layouts were reviewed with focus on existing site constraints (e.g. easements, building setbacks, slope and stormwater drainage), security, access to daylight and views, outdoor program space, and vehicular and pedestrian circulation. Based on feedback, a recommended conceptual site layout was created with the building oriented in the East / West direction and public entries from the South (primary for vehicle traffic) and the North (primary for pedestrian traffic). The site plan also incorporates a dedicated staff parking area, a drive-through book drop-off, outdoor programming space, a community garden, and the Gary Ferron Sculpture Walk.

The conceptual layout was created using the program established in the Evaluate phase. The priority for the layout was to create an inclusive space for all patrons with consideration for acoustical separation, staff work flow, optimal visual supervision from the service desk/staff locations, complementary adjacencies, after hours access and connection to the exterior.

The Space Program, Planning Diagrams, and precedent projects were analyzed to develop an opinion of the likely probable cost for both options.

EXECUTE

With the completion of the Master Plan report, the Village and Library Boards have the information needed to determine next steps. We anticipate those conversations will include discussions regarding funding support and capacity along with a timeline for steps to bring the library to built form. A flow chart delineating next steps is included in the report.

Section 3 | DISCOVER

“The library needs to be a place that fosters intergenerational connections. It should be a place where people from all walks of life can thrive.”

- Community Member



Caregivers and toddlers participate in a read and meet during a Teddy Bear storytime at the Cottage Grove Police station with Nash the Police dog.

A Two-Day Library Facilities Committee Workshop was held on January 25th and 26th, 2023.

Day 1: Qualitative Data Exploration

Day 2: Quantitative Data Exploration

QUALITATIVE EXPLORATION

The first step in the Discover phase was to gain qualitative information. This allowed everyone to focus on critical big-picture items such as the desired culture of the library and community it serves, the vision for the library, anticipated challenges, and how the library may need to adapt to future needs. By gathering this information prior to delving into quantitative features such as number of offices needed, square footage needed for collections, etc., we were able to set expectations, establish goals, and gain a sense of the vision and drive for the Cottage Grove Public Library, creating a framework to help set priorities and make future decisions. The qualitative data exploration focused on the following three areas.

AREA #1: IMAGE OF THE LIBRARY The Library Facilities Committee (LFC) acknowledged that both the library and the community are at a unique moment in time. The Village, rooted in rural charm and previously considered a “bedroom community,” is quickly becoming a sought-after community for families. The rapid growth rate presents challenges for future planning and reinforces the need for this community to have a dedicated library. With the Village expanding quickly and in the midst of a transitional period, establishing a library now sets the stage for that library to become the community anchor - helping to create the framework and set an example for what the culture and image will be for the future of the Village of Cottage Grove.

The LFC would like for the library to be thought of as integrated and integral to the community. They would like to foster an environment and create a facility that is inclusive, flexible, and family-focused. They want the community to see the library as innovative, a central gathering place, and welcoming for all.

The library can fill an existing community gap by providing exceptional services and programs available to everyone in the community within a facility that accommodates those diverse services, programs and patron needs. There is no shortage of ideas or possible program/service offerings. A dedicated library facility, sized appropriately and designed to meet the community’s needs, will provide equity for all and may also improve the economic health of the broader community.

The greatest challenge right now is funding. The need for the library has been established. The support by the community has been shown. Now they need to find a way to fund the building and operations.

In envisioning the ribbon cutting for the new facility, the LFC imagines a building that is light, modern, bustling with activity, welcoming, inclusive and beautiful - inside and out.

AREA #2: DEFINING CONTRIBUTING FACTORS Safety is a priority for this library. The design should provide for open sightlines and optimal visual supervision. Access to the building and throughout the building also needs to be considered. The multi-purpose rooms and restrooms need after-hours access to be the most beneficial to the community, with the ability to secure the rest of the building from public

access. In addition, consideration should be made for regulating access to study rooms. One method utilized in libraries today is through a punch code or card access system. This allows those rooms to remain locked while not in use. While an ICC 500 storm shelter is not a code mandate and would likely be too cost-prohibitive to construct, it is desired to have a space within the building that has some additional reinforced structure for use during weather events. The library should include an automated external defibrillator (AED) in addition to needle disposal containers in the restrooms.

The highest priority for this library is community gathering space – i.e. multi-purpose rooms for a variety of library and community programming for patrons of all ages. Because of the high demand for such spaces in libraries today and because of the lack of similar space in the Village currently, at least two multi-purpose rooms should be included in addition to a dedicated children’s activity room. If outfitted properly, one of the multi-purpose rooms could serve dual function as a makerspace. In addition, the library needs to provide multiple study rooms with proper audiovisual accommodations, allowing users the ability to use these rooms for things such as tutoring, telehealth, and remote work.

Children’s spaces are truly the heart of any library. The Cottage Grove Library should be no different. It is at this critical stage in life where the youngest patrons develop reading, writing, and critical thinking skills along with fine and gross motor skills which are essential components of early literacy development. The children’s space should be inviting, engaging and uniquely designed toward this age group, with acoustical separation allowing them to explore and learn without disrupting the rest of the library. A separate space dedicated to Teens should also be included. While it’s important to give Teens a sense of independence, it is also critical to maintain visual supervision of the Teen area.

“This is a transitional moment for the Village from bedroom community with rural charm to vibrant destination for young families. It’s time to determine what our culture will be. The library can help shape that identity and be the anchor for the community.”

- Library Facilities Committee Member

It is important that the library provide equity and comfort for all patrons, with accommodations such as a lactation room and sensory rooms along with the proper acoustical separation between spaces. Providing components such as assisted listening devices, multiple monitors for viewing and sound amplification in the multi-purpose rooms will also increase the equitability of the library. Part of providing an equitable and inclusive library involves creating an environment where patrons feel safe - emotionally and socially.

Outdoor space should be programmed to allow for a variety of purposes including a community garden, fenced in children's program area, and a sculpture walk.

The goals to success for the library include measurable results with increases in usage and checkouts annually in addition to high participation in a diverse calendar of library programming. In addition, a target goal would be to increase the number of residents signed up for a library card by 25% within the first 3 years of opening. Lastly, a high priority goal is to attract and retain highly qualified staff.

Libraries today are on the leading edge of technology, bridging the technology divide. It is essential for the library to have the proper infrastructure for today's needs along with the capacity and flexibility to expand and adapt to future needs. While a dedicated computer lab is not needed, charging stations should be provided throughout the library. In addition, there should be information displays to efficiently display alerts, services and programming. It is also desired to incorporate self-check kiosks and an RFID system. Because of the technology-rich spaces that are included in today's libraries, along with the



Cottage Grove kids select library books aboard the bookmobile.

technology-related programs, services, and items available for patron checkout, it's important to consider hiring a dedicated IT staff member / Tech Coordinator and to properly train the rest of the staff. It would also be helpful to have a technology service desk separate from the main circulation desk.

When looking towards the future and considering how the library and community may be different in the next 5 years, 10 years and 20 years, the discussion included an increase in multi-media streaming and a continued focus towards the library as a "service center" and with a strong "library of things". This may include items such as cookware, tools, seeds, and instruments. There was also discussion about how a 20-year forecast will include an aging population - currently at 14%. It will be critical for the library to provide the proper services for an aging population. It was also noted that the Children's physical collection will always be strong, with a collection size that is not expected to reduce.

When posed with the question – What is your "big, ambitious dream" for the Cottage Grove Library – the responses included:

- To have a library
- To receive donations and continued generosity towards the library
- To raise the bar on community-wide programming
- To be agile to meet the changing needs of the community
- To have everything that we are discussing in the master plan become a reality
- To have a commercial kitchen with daily cooking classes

AREA #3: PERSONAL EXPERIENCE When discussing the group's favorite personal experiences with libraries, many were mentioned including the Eagle River Children's Museum, the Waunakee Library, the layout and navigation of the Seattle Public Library, the openness of the Chinatown Branch of the Chicago Public Library, the renovated Children's room at the Cheshire Public Library, the layout of the McFarland Library, the UW Law Library, and the opulent and beautiful Wisconsin Historical Society.

Many of those personal experiences included similarities such as bright spaces, great services, open sightlines, and an efficient layout.

QUANTITATIVE EXPLORATION

PROGRAMMING Day Two focused on the Quantitative Data Exploration. This involved an in-depth conversation on the space needs for the building based upon several factors, including the Wisconsin Public Library Standards by the Wisconsin Department of Public Instruction and Dane County Library Standards, current national library design recommendations, the Library Facilities Committee feedback and prior information gathered through community surveying and feedback. The information obtained during this workshop along with future programming meetings was used to develop the building's final programming in the Evaluate phase.

The Facilities Committee was asked to do an exercise where they provided a one-word answer to three questions:

- Look to the future 5 years after the library is built. What is one word you would use to describe the Cottage Grove Library in response to, "We Are....."
- What is one word you hope the community uses to describe the library?
- At the ribbon cutting of the new building, how do you hope to describe the building?

At The Ribbon Cutting, The Building Will Be Described As...

A word cloud containing the following words: beautiful, busy, integrated, loud, lively, welcoming, innovative, light, modern, and inclusive. The words are arranged in a scattered pattern with varying font sizes and colors (blue, orange, and teal).

We, As The Library, Want To Be...

A word cloud containing the following words: inclusive, all-ages, family-focused, engaged, flexible, integrated, and connected. The words are arranged in a scattered pattern with varying font sizes and colors (orange, teal, and blue).

We Want The Community To See Us As...

A word cloud containing the following words: integrated, innovative, gathering-place, open, and inclusive. The words are arranged in a scattered pattern with varying font sizes and colors (orange, teal, and blue).



Toddlers move and groove during weekly "toddler zumbini" at Lake Ridge Bank.



Book signing with the Olympic gold medalists team during disability pride month.



Focus group members discuss Cottage Grove needs.

A community engagement workshop was held on April 5, 2023 at the Cottage Grove Village Hall with 25 participants. The interactive session proved to be engaging with valuable feedback.

Below is an agenda for the workshop. The follow pages summarize the data gathered that evening.

Meeting Agenda:

- Team Introductions
- History
 - Identify the “Why”
 - Library progress to date
- Master Plan Process
- Design Trends Presentation
- Focus Groups
- Focus Group Presentations
- Post-It Note Activity
- Closing Remarks

“Create a great, family-centered environment with a strong children’s center for educational purposes.”

- Community Member



Focus group members discuss Cottage Grove needs.

We See The Library As...

investment opportunity learn
community
connecting evolving essential
growth

The Greatest Opportunity for the Library Is...

family resource identity
connection gathering
pride investment growth
community
education



School representatives, community stakeholders, and library enthusiasts participate in activities at the community engagement workshop.

FOCUS GROUPS

The workshop participants split into four groups and were each tasked with discussing five topics. At the conclusion, each group chose a spokesperson to present their findings. The findings of those topics follows.

TOPIC #1 WHAT IS YOUR BIG, AMBITIOUS DREAM FOR THE COTTAGE GROVE LIBRARY

In general it is important for the library to be the anchor for the community - an active community hub - where all feel welcomed and valued. The library should be accessible for patrons and provide an equitable environment where people from all walks of life can thrive and intergenerational connections are fostered. The library should be rooted in the community with strategic partnerships and outreach programs along with having a deep understanding for the unique needs of the community it serves.

The environment of the library should have an open concept and be versatile. It should be beautiful and functional with gathering spaces that can be utilized at no cost to the patrons.

One group's dream included a large, flexible teaching kitchen.

Many participants shared the sentiment that the library should be built on the Friends' site.

Another group's focus was on outdoor space with the following listed as dreams for the library outdoor space:

- Community garden
- Native habitats
- Trails
- Space for outdoor education and programming
- Partnerships with the Parks department
- Amphitheater

TOPIC #2 HOW IS THE COMMUNITY CHANGING AND HOW MIGHT THAT AFFECT THE LIBRARY'S OPERATIONS OVER THE NEXT 20 YEARS

The demographics of the community are changing, with more young families moving to the Village and surrounding area. The Village of Cottage Grove is anticipated to continue to be a sought after location for families, and the rapid growth is expected to continue to trend upwards. Anticipating an accurate population in the next 20 years could be challenging. It is also believed that the surrounding areas, which will be a part of the library's service population, will continue to grow, increasing the need for a library that is right-sized for future growth and allows for flexibility and adaptability.

There are a growing number of businesses in the area that will bring more people to the area and provide more opportunities for strategic partnering with the library.

Meeting space and remote work space is expected to increase in demand in the future, as well as the need to provide computers, wi-fi access, and technology support for an aging population.

The need for a "library of things" will increase to accommodate diverse socioeconomic backgrounds.



Twenty-five community members gave input during mini-discussions about Cottage Grove specific library priorities.

TOPIC #3 WHAT ARE YOUR HIGHEST PRIORITIES - LIST OF MUST HAVES VS. NICE TO HAVES

Must Have:

- Community / gathering room
- Study rooms
- Dedicated children and teen areas
- Safe spaces (i.e. all gender restrooms)
- Adequate staff space
- Quiet areas
- A variety of seating options
- Makerspace
- Art gallery or place to display local artists' work
- Outdoor stage / pavilion / program space
- Safe routes to the library (bike / walk paths)
- Child friendly workspaces
- Technology access

Nice to Have:

- Makerspace / STEM / creative space
- Cafe / cooking space
- Friends' space / office
- Kids area broken into age groups
- Accessibility for all modes of transportation
- Bike / walk paths
- Drive-up book drop
- LEED building certification
- Sustainable design
- Three seasons room
- Pet friendly area
- Local art exhibit

TOPIC #4 BEYOND BOOKS, WHAT ITEMS/SERVICES/PROGRAMS DO YOU WANT THE LIBRARY TO PROVIDE?

- Lunch n' learns (estate planning, investments, resume building, etc.)
- Partner programs with local businesses (i.e. how to change a tire, nutrition / food literacy)
- Health / wellness programs
- Makerspace program
- College / Career prep
- Children's programs
- Technology classes
- Madison College program partnership (satellite location, childcare provided for adult education classes)
- Senior programs (foot-care, weightlifting, independence classes, outreach to homebound community)
- Book clubs
- After school programs / summer school programs
- Sustainability classes
- Outdoor learning (naturalist)
- Writing workshops
- Author talks



Library of Things to include:

- Winter gear (snow shoes)
- Instruments
- Tools
- Seed library
- Activity / take-n-make kits
- Pressure washer
- Sewing machine
- Telescope
- Record player / am radio
- Wifi hot spots
- Tent and camping essentials

TOPIC #5 WHAT OPPORTUNITIES DO YOU SEE FOR PARTNERSHIPS IN THE COMMUNITY

- Parks & Rec
- Amazon
- State Parks Ice Age Trail
- Children's museum
- Artists (programming, exhibits, installations)
- Stoughton hospital
- Service clubs & civic organizations
- Faith communities
- New community members
- Apartment population
- Historical society
- Humane society
- Cottage Grove Fire & Police Departments
- Olbrich gardens
- Local Businesses (with possible donations like Ace for tools and free yoga / martial arts classes)
- School District (extension for learning space / tutoring)
- Daycares
- Colonial club
- Chamber of Commerce, Village (elections, meetings)
- Community groups (Girl Scouts / Boy Scouts, Optimists Club, etc.)
- Homeschool co-op groups
- Food pantry



Whole group discussions were valuable in determining library needs and wish lists.



Middle school students read stories to families and engage in crafts and music during Welcoming Schools National Day of reading.

On Tuesday, May 23, 2023 Monona Public Librarian Tiffany Helgerson and the Cottage Grove Library's Programming and Outreach Specialist Tracy Phillippi met with 75 teenagers to discuss their desires for a Teen space in the Cottage Grove Library. Included in the discussion was a look at precedent Teen spaces in libraries along with a Teen Room Prototype drawing shown on this page.

TEEN FOCUS GROUP FINDINGS

The participants in this focus group were very engaged. They have heard about a potential library in the past, but have noted that past efforts were not successful. They are hopeful that the library will be built and were anxious to know when this could happen.

The teenagers were all aware that a library did not currently exist and expressed a strong interest in having a library, noting that "there's nothing for us to do in Cottage Grove." Currently, they generally leave the community for Madison or Monona.

If there were a library and it included dedicated space for them, they would use it to study or meet up with friends. It was noted that Teens love to read. The group was very excited to enter their names into a drawing for a free book.

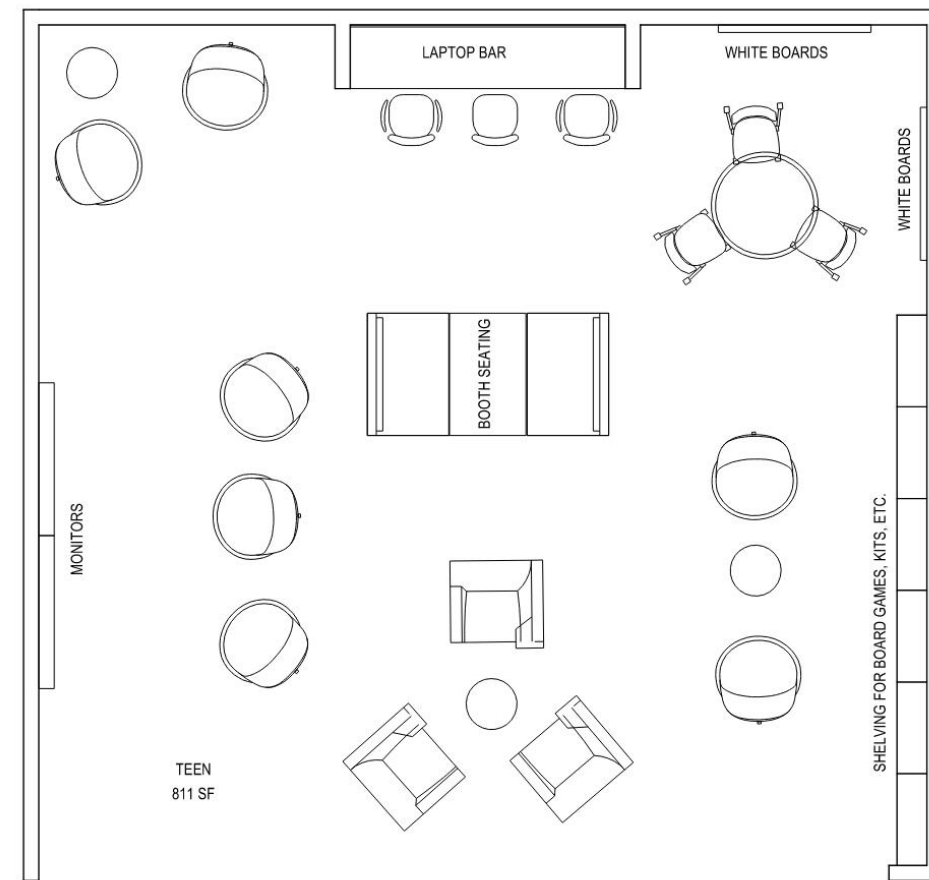
The feedback on the teen room prototype sketch included the desire for more table space, booths and windows. The shelving could be used for board games, but could likely be reduced for more windows. In addition, there was positive feedback on the variety of seating and work spaces.

Ten of the teens expressed interest in serving on an advisory committee to the Library Board.

The general consensus is that all participants were very interested in a library for their community and felt this would be actively used as a safe, productive way for Teens to gather and stay in their community in lieu of having to travel outside of their communities. Many expressed frustration that past attempts to build a library have fallen short and they hope that this time will be different.

"I personally work the best in bright, clean spaces. Prioritizing natural light will be very important. Most teens' assignments are digital, so the laptop desks and tables would be perfect for completing work."

- Kate, MGSD High Schooler

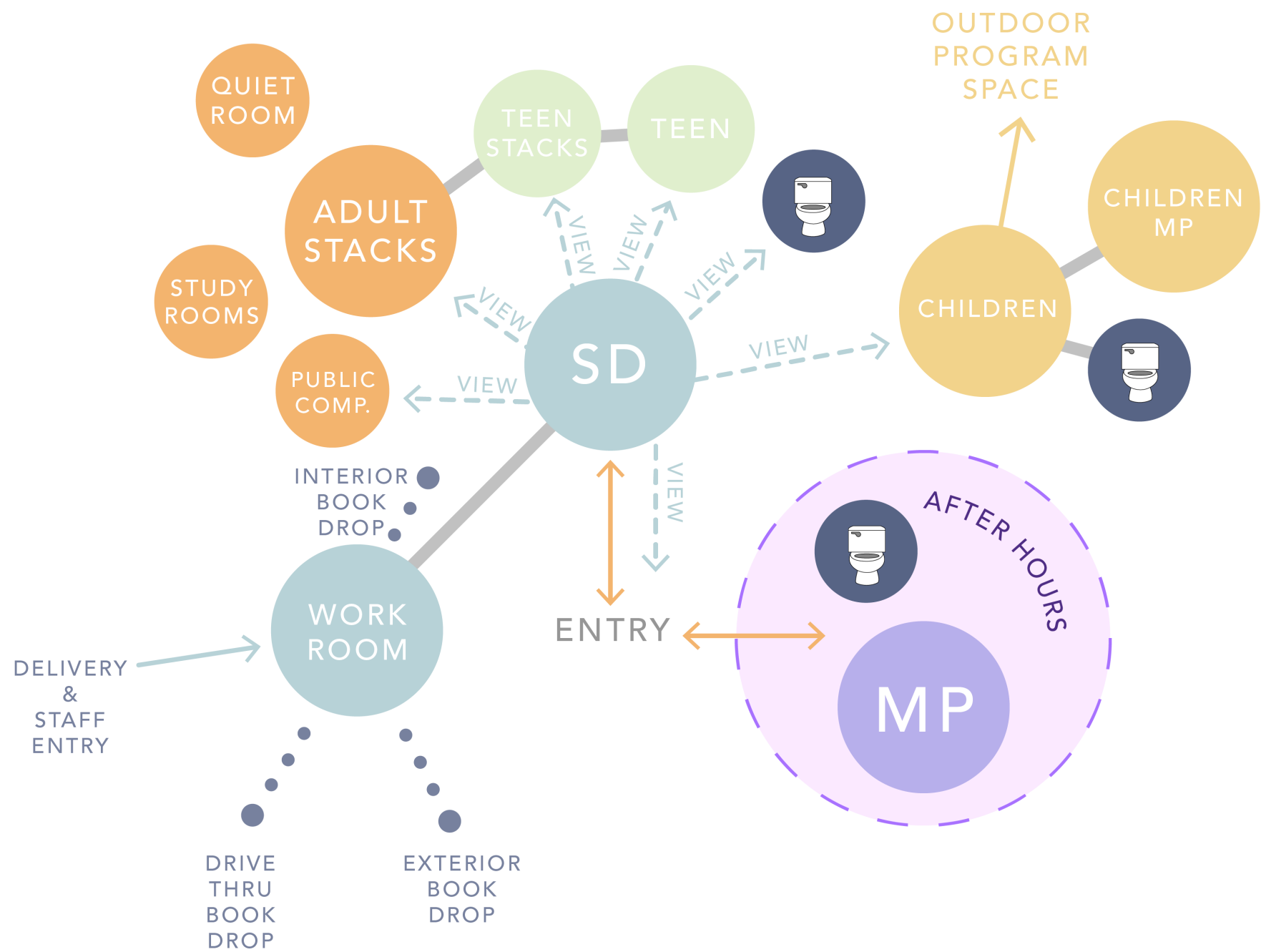


TEEN ROOM PROTOTYPE

Section 4 | EVALUATE

“The kids that come to the library today will someday be bringing their own children. They will be lifelong users of the library.”

- Community Member



The recommended building size to accommodate the community for the next 20 years is validated through multiple methods. The first is through the feedback obtained during the Discover and Evaluate phases, the second is by applying the formulas recommended by the Wisconsin Department of Public Instruction and Dane County Library Service, and the third is by reviewing precedent libraries.



MASTER PLAN ENGAGEMENT PROCESS

The Program was developed using feedback from the community and library stakeholders obtained during the Discover Phase and prioritized during the Evaluate phase regarding the types of spaces and quantity desired.

During this process, discussion included the rapid rate at which this community is growing. Recent projections show a potential 2040 Village population of 20,000 and potential total service population in the next 20 years of 23,000 to 26,000.

In addition, there was thoughtful discussion about how best to position the library to be a central and essential service for this community in the coming decades, with consensus that the way to do that is to position itself as a service center with ample gathering / multi-purpose rooms for community use along with study and collaboration rooms.

The result was a suggested library of approximately 32,000 SF to 35,000 SF to accommodate the community for the next 20 years.



WISCONSIN PUBLIC LIBRARY STANDARDS

The Wisconsin Public Library Standards, published by the Public Library Development Team, Wisconsin Department of Public Instruction, provides guidelines for minimum standards for libraries including collection sizing and workstations. Using a service population of 23,000 to 26,000, the minimum printed collection size is 53,000 volumes and the recommended minimum size for the library is 27,000.

DANE COUNTY LIBRARY SERVICES

The Dane County Library Services provides standards per the Wisconsin WI Statute 43 for all libraries within the County to adhere to including minimum paid FTE staff and minimum total items held which create a framework to right size a library facility.



PRECEDENT LIBRARY COMPARISON

Today's libraries are evolving, becoming the service center of the community. They go far beyond the printed collection of books providing access to study rooms, collaboration space, multi-purpose rooms, and a "library of things" to accommodate the diverse programming, services, and materials offered to the community. Because of this, it's important when comparing library sizes to utilize libraries that have been built or have had substantial renovations / additions in recent years. Comparing a library from 20-30 years ago and beyond carries risk, as many libraries built over 20 years ago are now facing a daunting challenge of being undersized to properly serve their community given the evolution of libraries. Adjacent are a sampling of libraries that were used for comparison sizing during this master plan.

Waunakee Public Library
 Constructed: 2019
 Service Population: 22,000
 Building Size: 40,000 SF

Verona Public Library
 Constructed: 2006
 Service Population: 22,000
 Building Size: 33,000 SF

Oregon Library
 Constructed: (Projected Future Building)
 Service Population: 18,000
 Building Size: 35,000 SF

Sun Prairie Library
 Constructed: (Projected Future Building)
 Service Population: 48,000
 Building Size: 62,000 SF

Item	Room/Area/Space	Floor Plan	Notes
1.0	Entry And Public Toilets		
	Entry Vestibule	331	
	Lobby	710	after hours corridor and entry area
	Public Toilets - Multi User	667	
	Public Toilets - Single User #1	88	Increase size to accommodate adult changing table. Provide by MP rm. for after hours use
	Public Toilets - Single User #2	64	Provide by MP rm. for after hours use
	Subtotal for Entry and Public Toilets	1,860	
2.0	General Services Area		
	Circulation Desk	636	Provide view to entry from circ. desk. Provide 2-3 staff positions. Preference is to have desk back up to work room
	Service Desk	473	
	Tech Support Desk	0	Can be combined with the service desk (with 2 staff positions)
	Holds	91	
	Book Sale Area	109	wall space for monitor, board, & shelving for sales (5 units)
	Book Sale Storage Area (see Friends room)		
	"Library of Things" Display	121	
	General Display	192	
	Historical Space	121	Include historical display
	Business Center	249	printer, fax, counterspace, (4) person laptop bar
	Self Check Stations	229	(4) self check stations (w/ 1 of those at ADA ht)
	Storage	241	
	Subtotal for General Services Area	2,462	
3.0	Program / Gathering Space		
	Multi-Purpose Room #1 - Large	1,303	120 person in seated conditon only (no tables). Provided with after hours access
	Storage	141	
	Multi-Purpose Room #2	986	Room can be converted to makerspace. 28 person seated at tables for makerspace configuration

EVALUATE SPACE PROGRAM

Item	Room/Area/Space	Floor Plan	Notes
	Storage	149	
	Children's Multi-Purpose Room (See Children's Area)	0	
	Collaboration Room #1 (10-12 person)	278	
	Collaboration Room #2 (10-12 person)	272	
	Food Prep Area	223	Intent is to have a room with worksurface for food prep, refrigeration, and microwaves. Room to attach to MP Room.
	Subtotal for Program / Gathering Space	3,352	

4.0	Adult Library Services Area		
	Adult Collections	2,542	
	Periodicals	86	
	Teen Collections	234	Locate within Adult Collections area.
	DVD's / CDs / Audio Books	382	
	Seating - Tables and Chairs	749	
	Seating - Lounge Seating	688	
	Study Room #1	122	
	Study Room #2	121	
	Study Room #3	121	
	Study Room #4	121	
	Study Room #5	138	
	Study Room #6 - Identify as Sensory Room	138	
	Quiet Room	445	Enclosed for 8-10 people
	Three Seasons Room	559	
	Adult Computer Area	234	4 dedicated hardwired computers = (2) 7' wide desks to accommodate 4 people. See business center for laptop bar
	Adult Computer w/ Play Area	127	(1) computer workstation w/ playpen
	Storage	212	
	Subtotal for Adult Services Area	7,019	

5.0	Children's Library Services Area		
	Browsing Bins	283	
	Children Non-Fiction / Fiction	1,241	

Item	Room/Area/Space	Floor Plan	Notes
	Children Audio Books / DVDs / CDs	270	
	Story time		This will occur in the Children's Multi-Purpose Room
	Reading nooks	74	
	Children's Activity Area (Discovery Zone)	158	Provide wall space for sensory boards and exhibits.
	Young Explorers Area	263	
	Children Computers	142	3 computers
	Adult Computers	78	2 computers
	Service Desk	469	
	Self Check	122	(1-2) self check stations
	Tables and chairs	782	
	Lounge Seating	230	doesn't include seating in YE area
	Children's Area Family Toilet Room (single toilet)	120	
	Wellness Room	125	
	Sensory Room	130	
	Children's Multi Purpose Program Room	848	Provides for 40 children on floor mats and 18-24 at tables.
	Storage	158	
	Backpack and Take Home Kits	0	included in stacks above
	Display	80	
	Youth Services Office	143	
	Subtotal for Children's Area	5,716	

6.0	Teen Area		
	Teen collections (See Adults Services)	0	locate in adult collection area
	Computers	0	no dedicated computers. Provide laptop bar for patron devices.
	Teen Room	924	provide large monitor, shelving for games, whiteboard, lounge furniture, laptop bar (no dedicated computers)
	Subtotal for Teen Area	924	

7.0	Staff Services Workroom		
	Friends of the Library Work Area	230	
	Friends of the Library Storage Area	0	included in Friends Work Area
	Private Offices		

Item	Room/Area/Space	Floor Plan	Notes
	Director Office	200	
	Youth Services Office (See Children's Library Area)	0	
	Private Office - Full Time Staff	130	
	Work Room	1,823	Provide 6-8 workstations, material processing
	External Book Drop - Fire Rated Room	100	
	Drive up book drop collection	73	Drop off slot, but not a staffed window
	Drop off zone for deliveries	100	
	Break Room	390	
	Staff Locker/Coat Nook	75	
	Staff Toilet #1	64	
	Storage	320	
	Subtotal for Staff Services Workroom	3,505	
8.0	Building Systems / Support Space		
	Mechanical / Water Service Room	373	
	Janitor Closet	75	
	Electrical Room	259	
	IT Room	140	
	Subtotal for Building Systems / Support Space	847	
9.0	LIBRARY SPACE NEEDS SUBTOTAL	25,685	
	Circulation/Walls/Mechanical Chases	8,815	
10.0	LIBRARY SPACE NEEDS TOTAL GROSS SQUARE FOOTAGE	34,500	

Section 5 | IDEATE

“We want the library to make a statement when you enter - be part of a brand. We want to create library envy.”

- Community Member



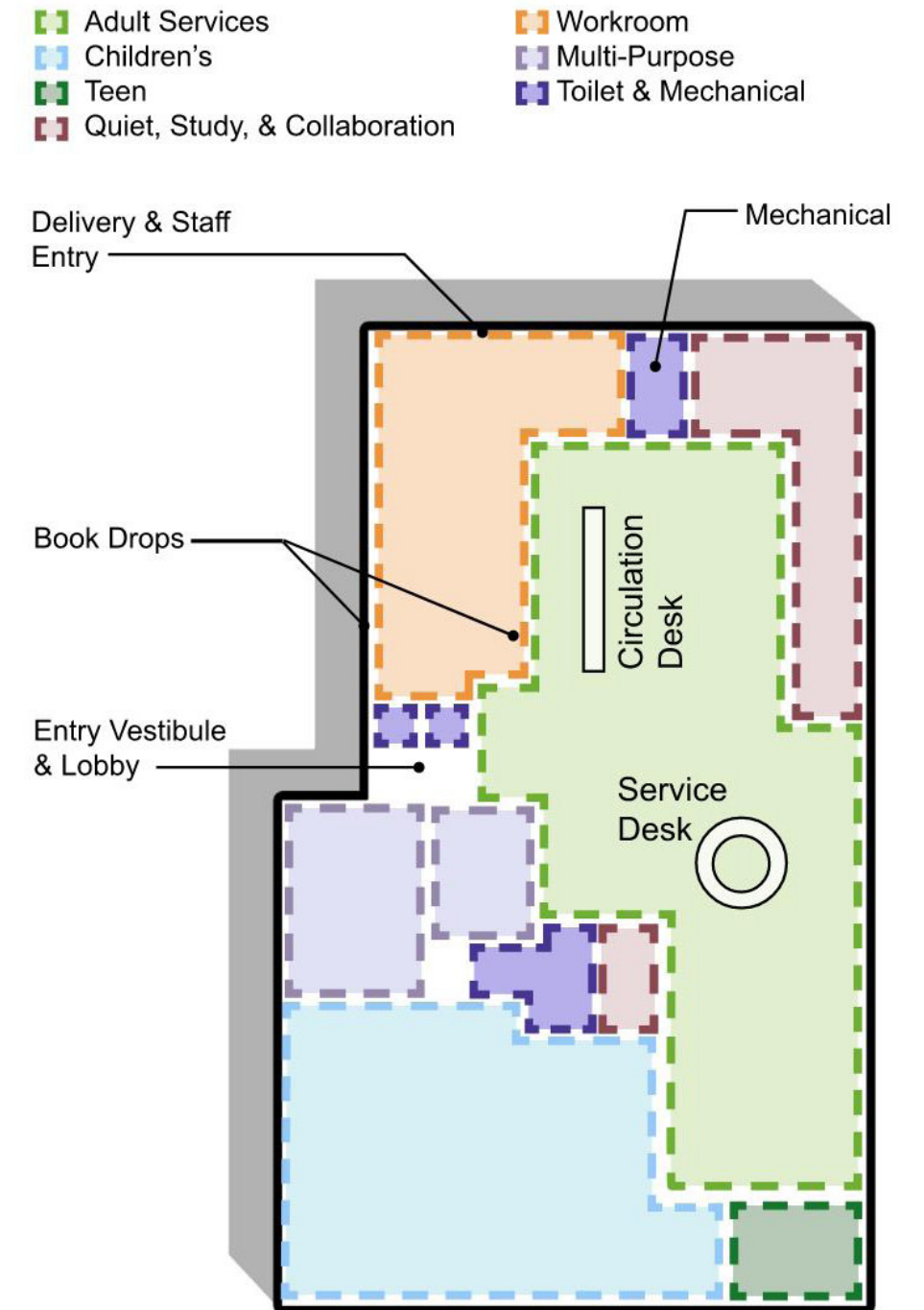
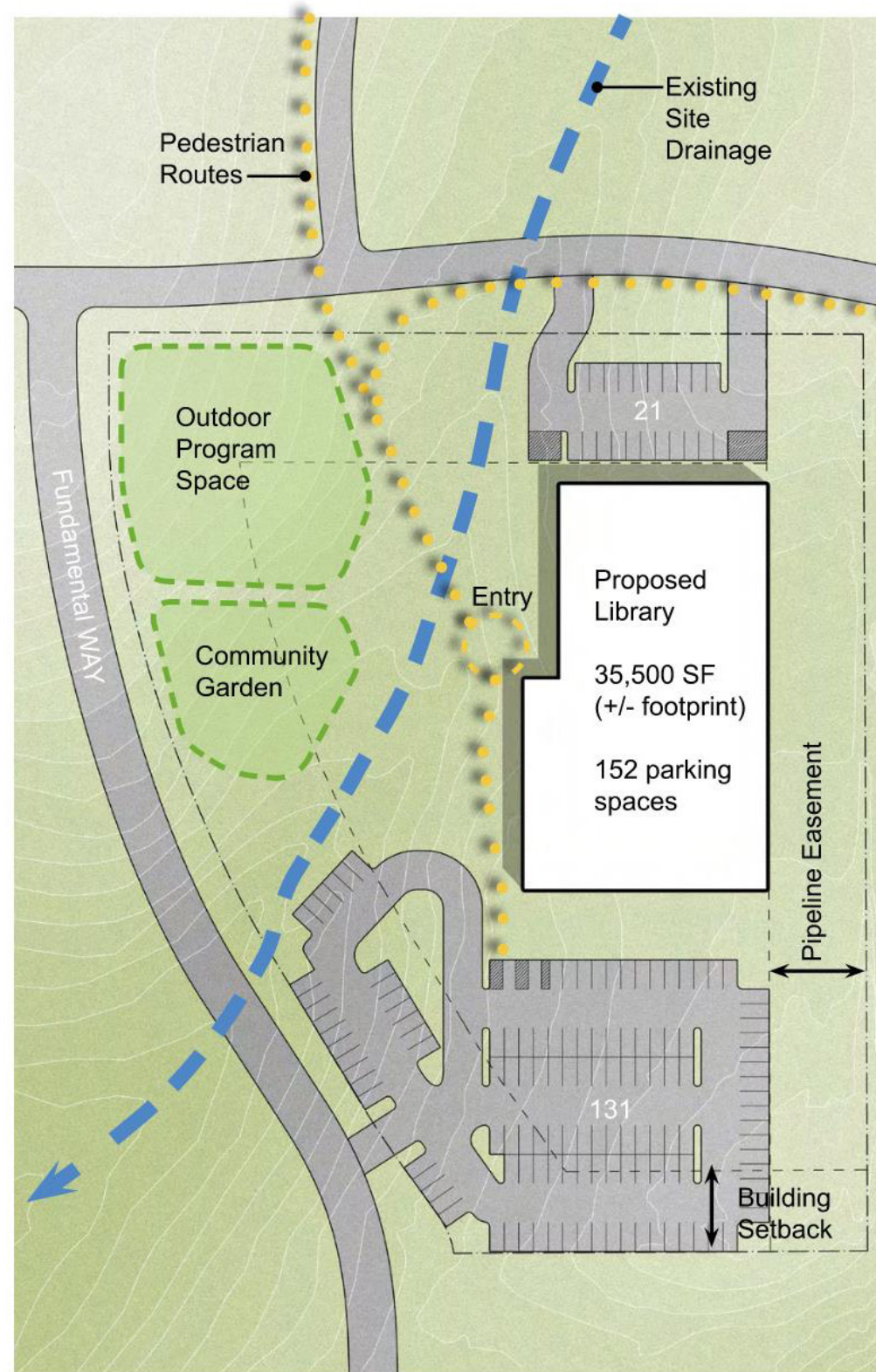


Property located North of West Cottage Grove Road and East of Buss Road was originally purchased by the Village of Cottage Grove in 2006. The site, dedicated for the future library facility, has been managed by the Friends of the Library group since 2008. Its location, near expanding residential neighborhoods and adjacent to Glacial Drumlin School and Granite Ridge School, presents ideal partnership opportunities with the school and allows for a safe after-school environment for students within walking distance. The site has an existing natural drainage swale and elevation change that would be factored into the site development.



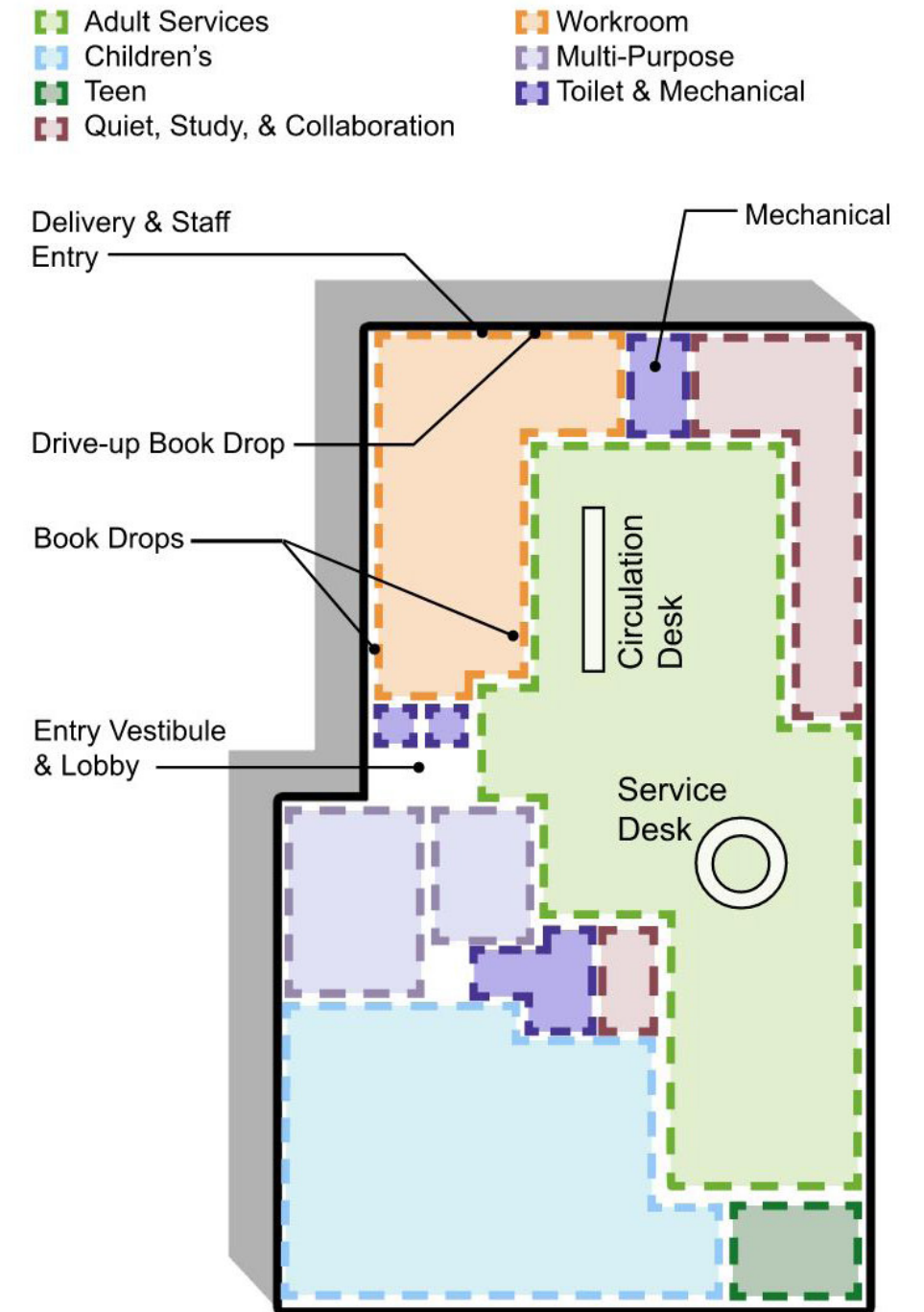
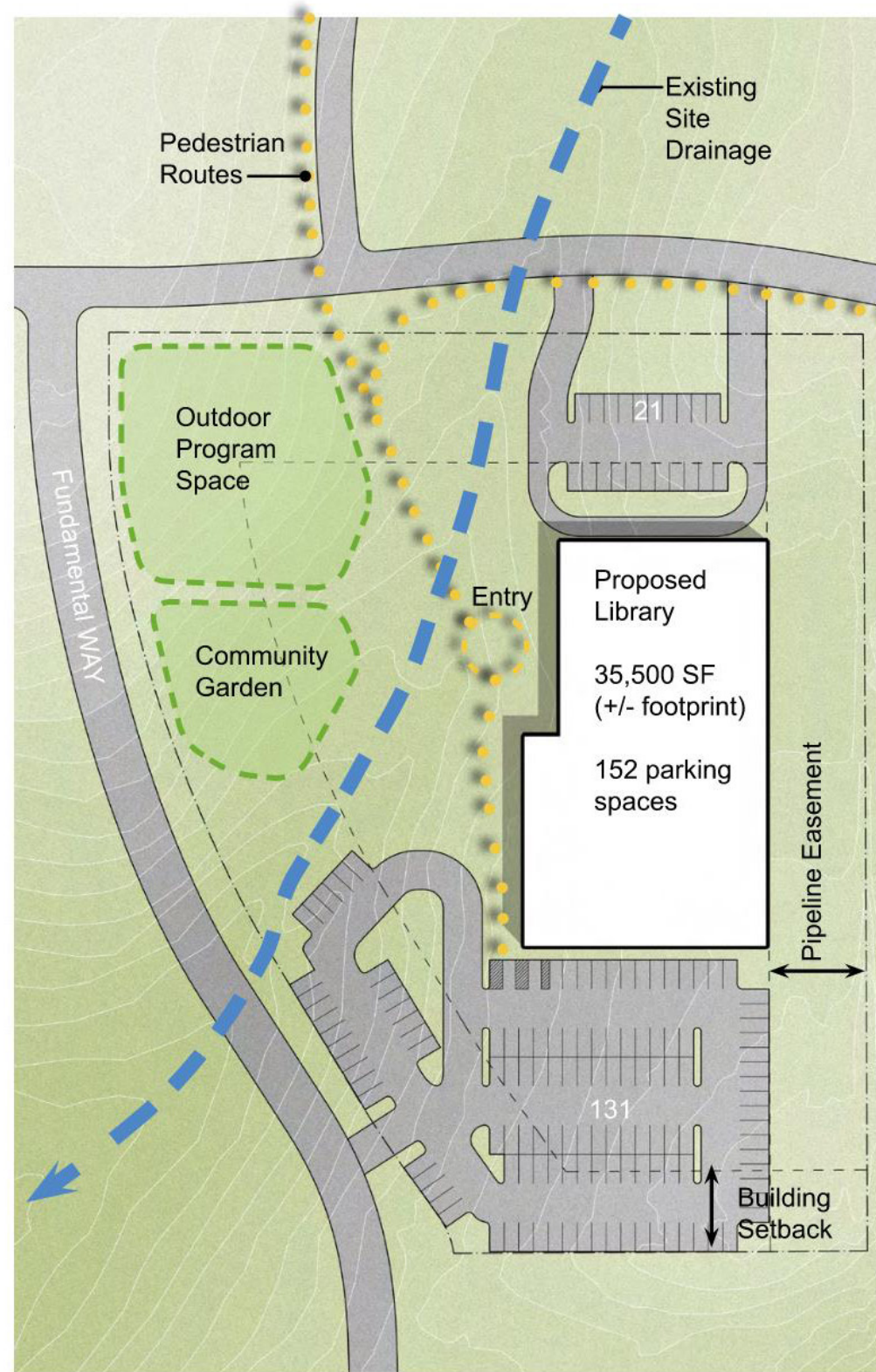
OPTION A

This option focused on reducing the reconfiguration needed for the existing natural swale that extends through the site. In addition, it separates the staff parking from the public parking. All of the outdoor program space is concentrated on the West end of the site.



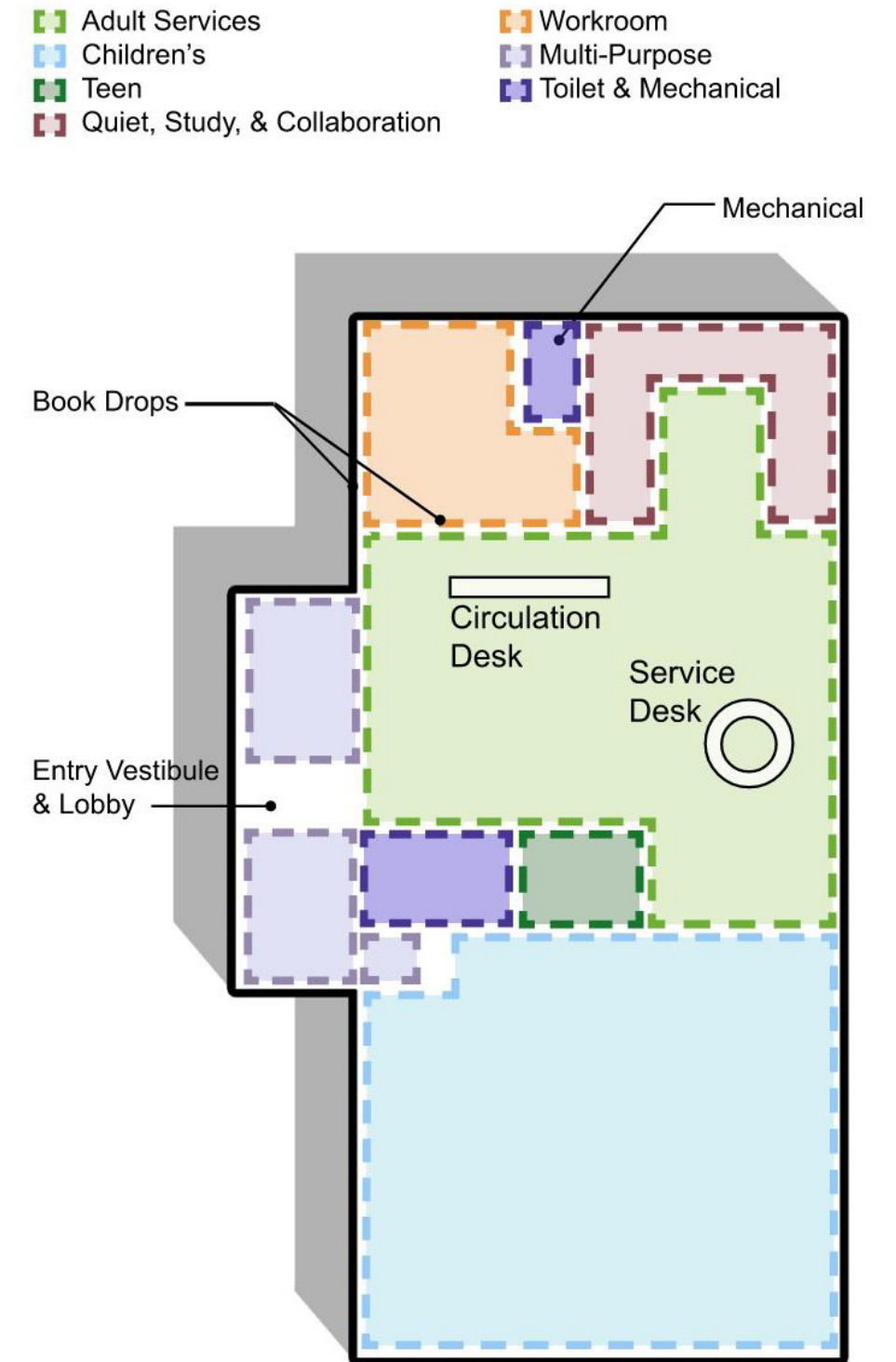
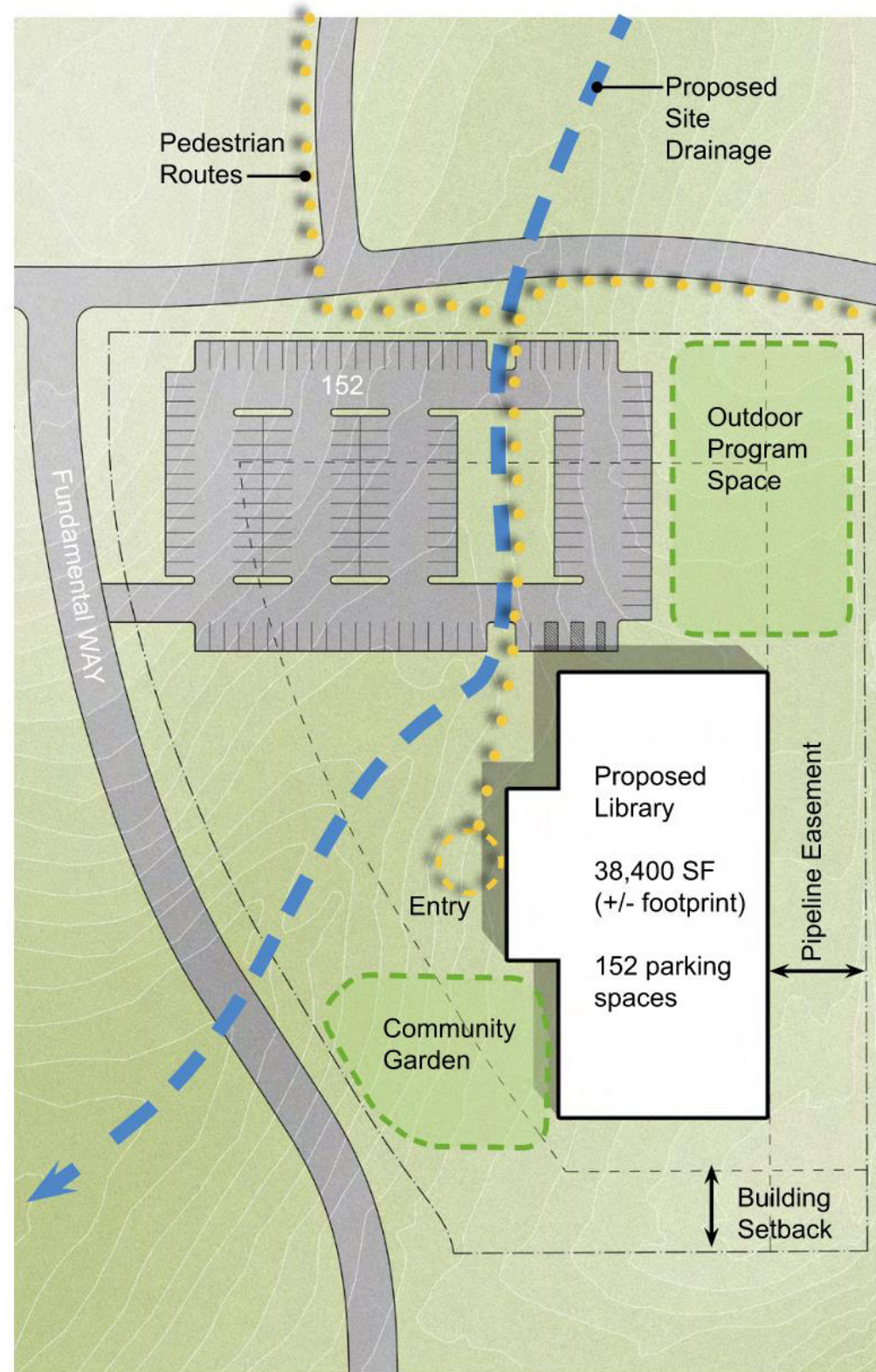
OPTION A.1 (DRIVE THROUGH)

This option is identical to Option A but adds a drive-through book drop-off on the North end of the site.



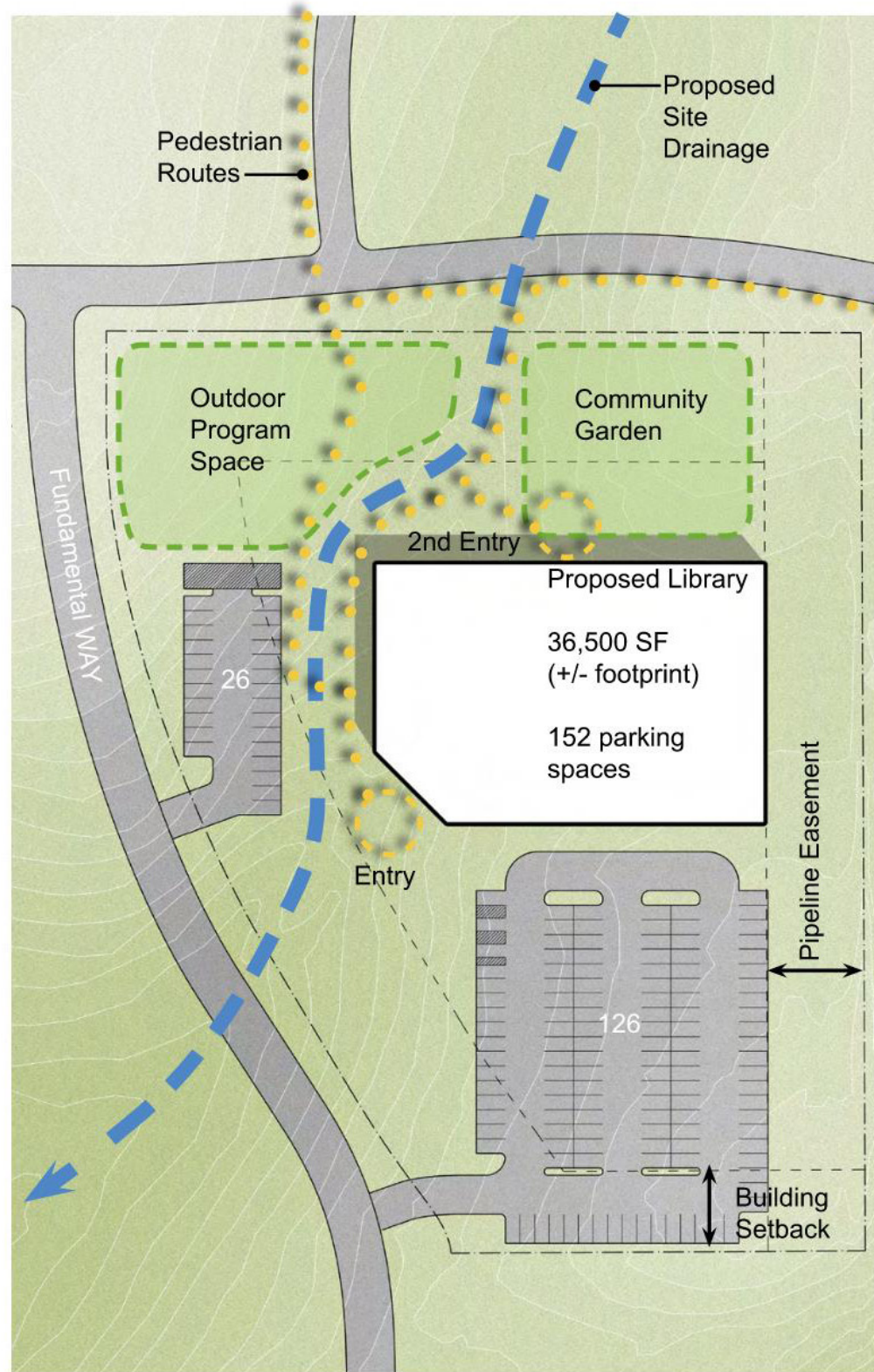
OPTION B

Option B concentrates all the parking on the North end of the site and moves the building to the far Southern extents. In this option, the outdoor program space is on the North side to maintain an optimal connection to the schools and residential neighborhoods.

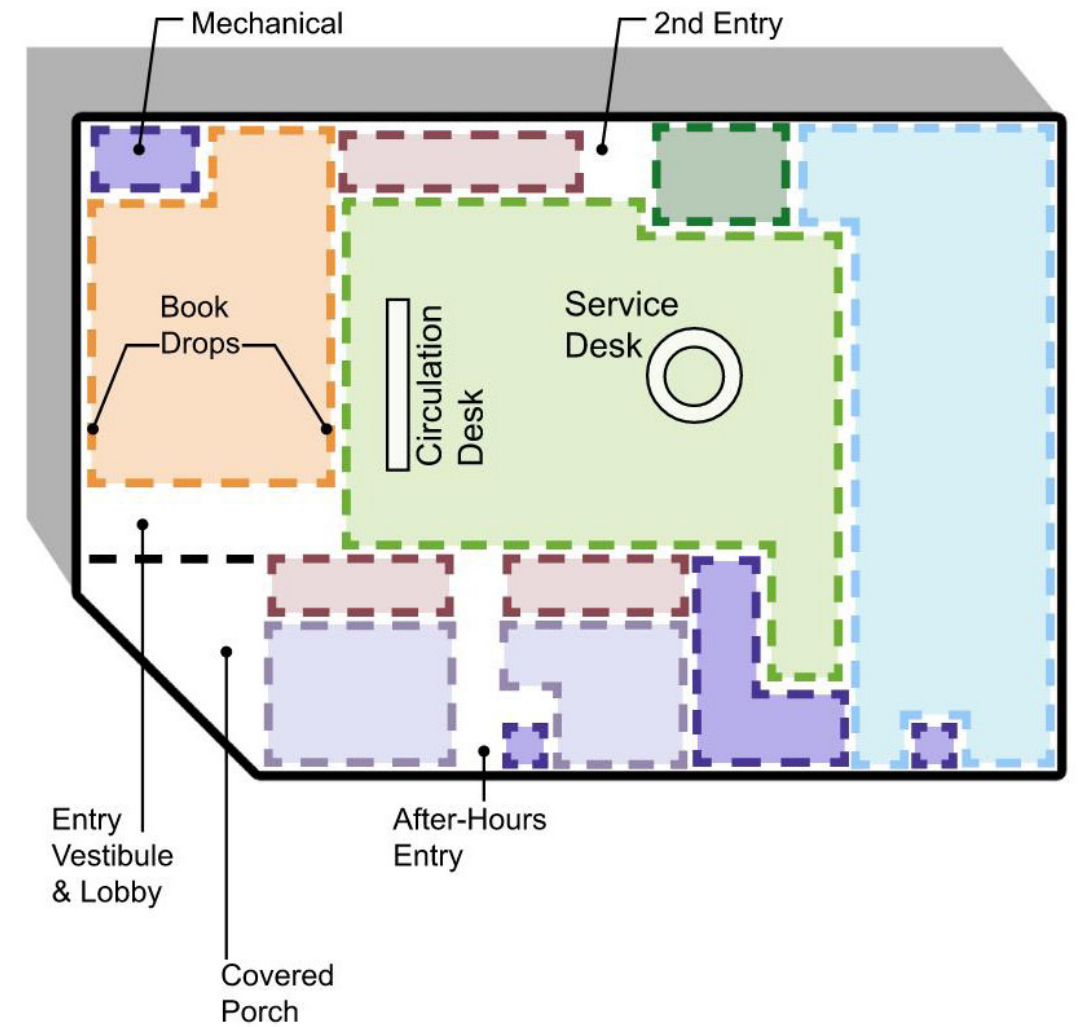


OPTION C

Option C rotates the building with a primary East/West axis. The staff parking is separated from the public parking. The outdoor program space is concentrated on the North end of the site.

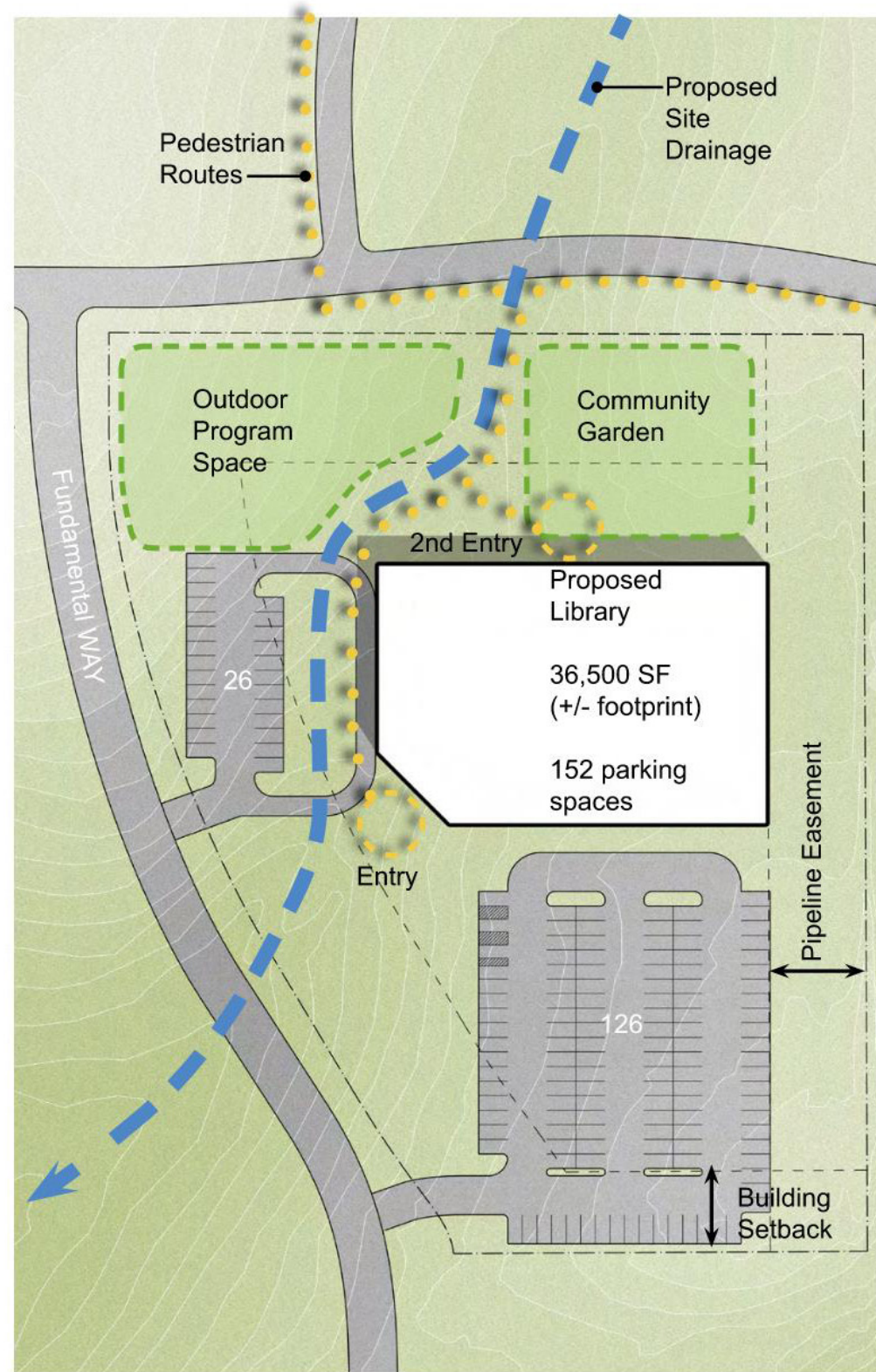


- Adult Services
- Workroom
- Children's
- Multi-Purpose
- Teen
- Toilet & Mechanical
- Quiet, Study, & Collaboration

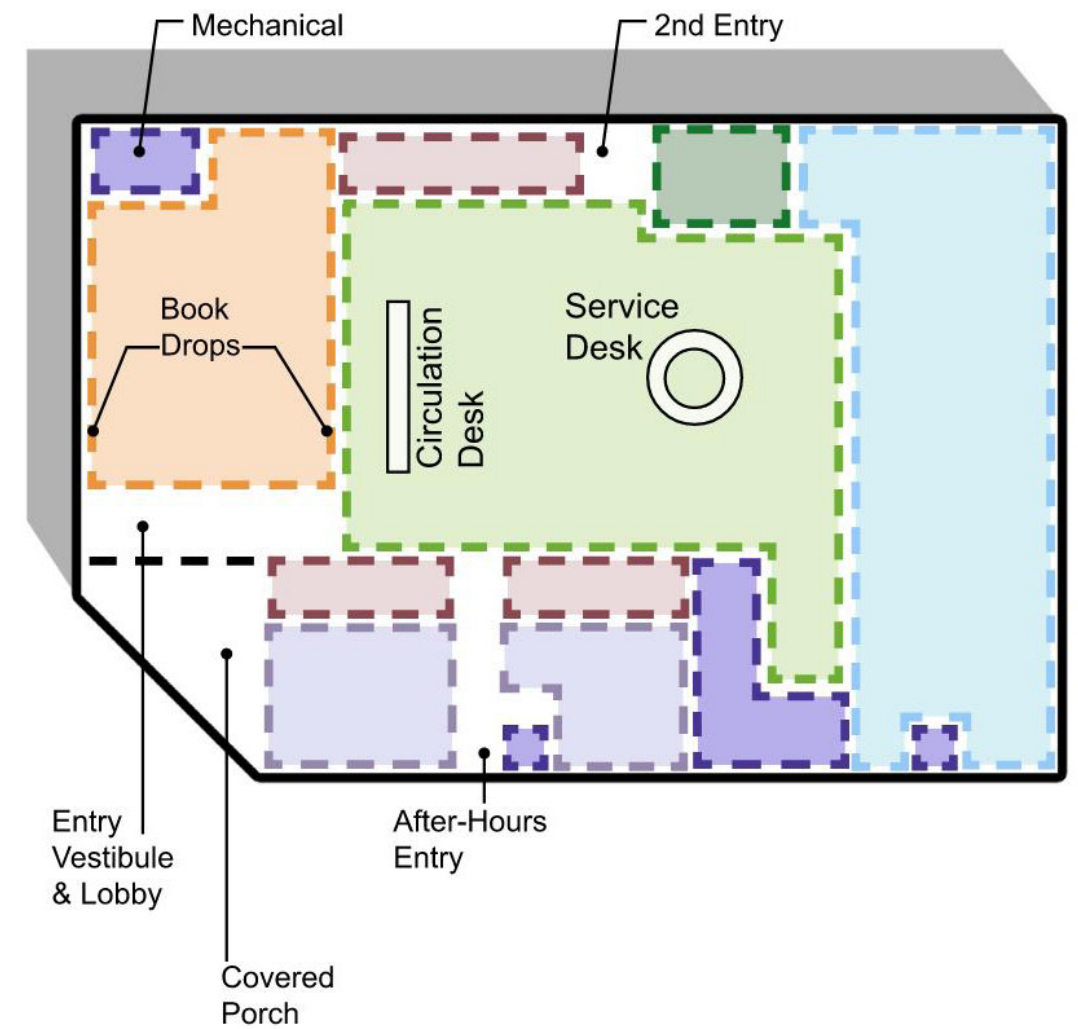


OPTION C.1 (DRIVE THROUGH)

This option is identical to Option C with the addition of a drive-through book drop-off.

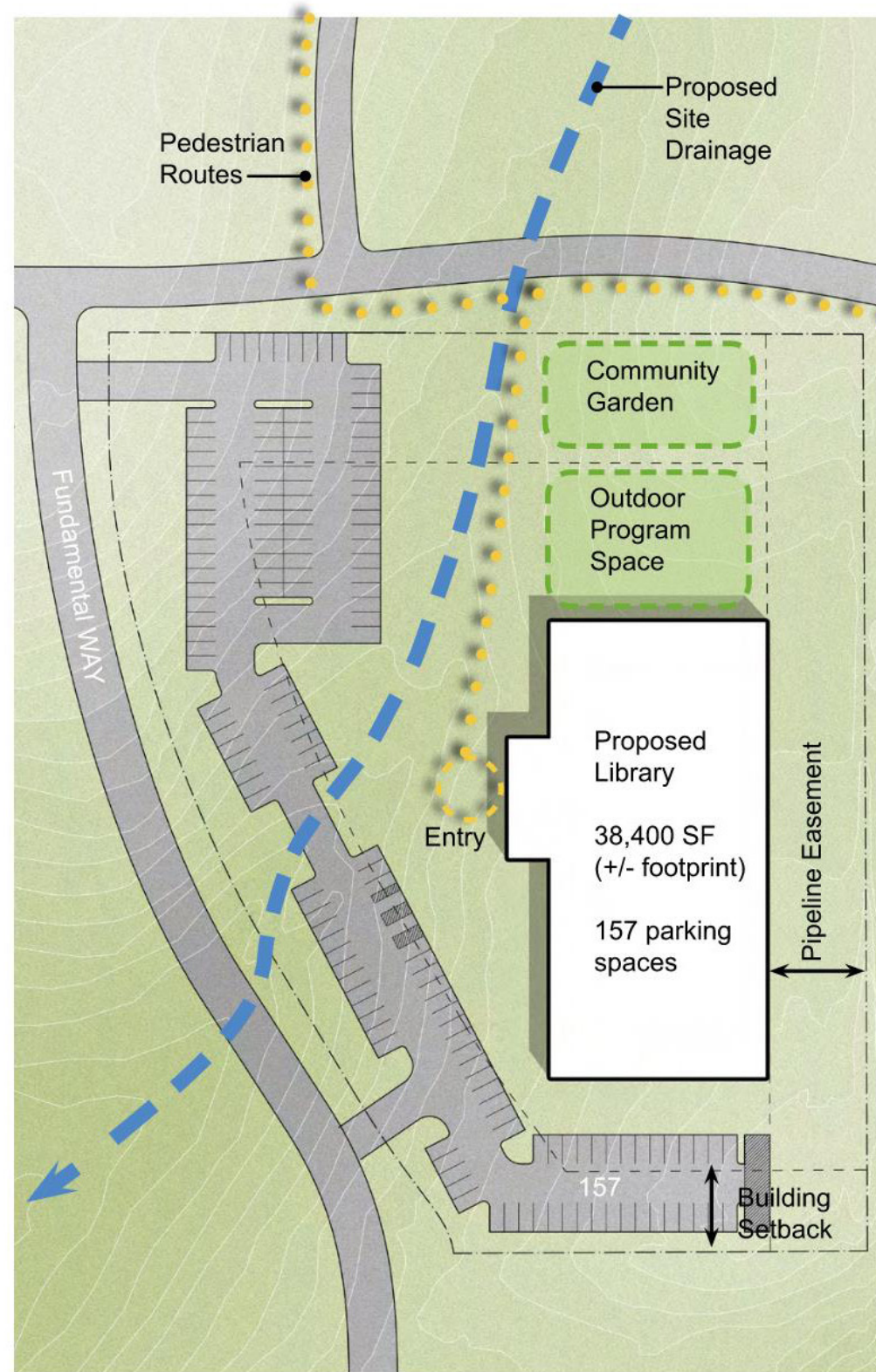


- Adult Services
- Children's
- Teen
- Quiet, Study, & Collaboration
- Workroom
- Multi-Purpose
- Toilet & Mechanical

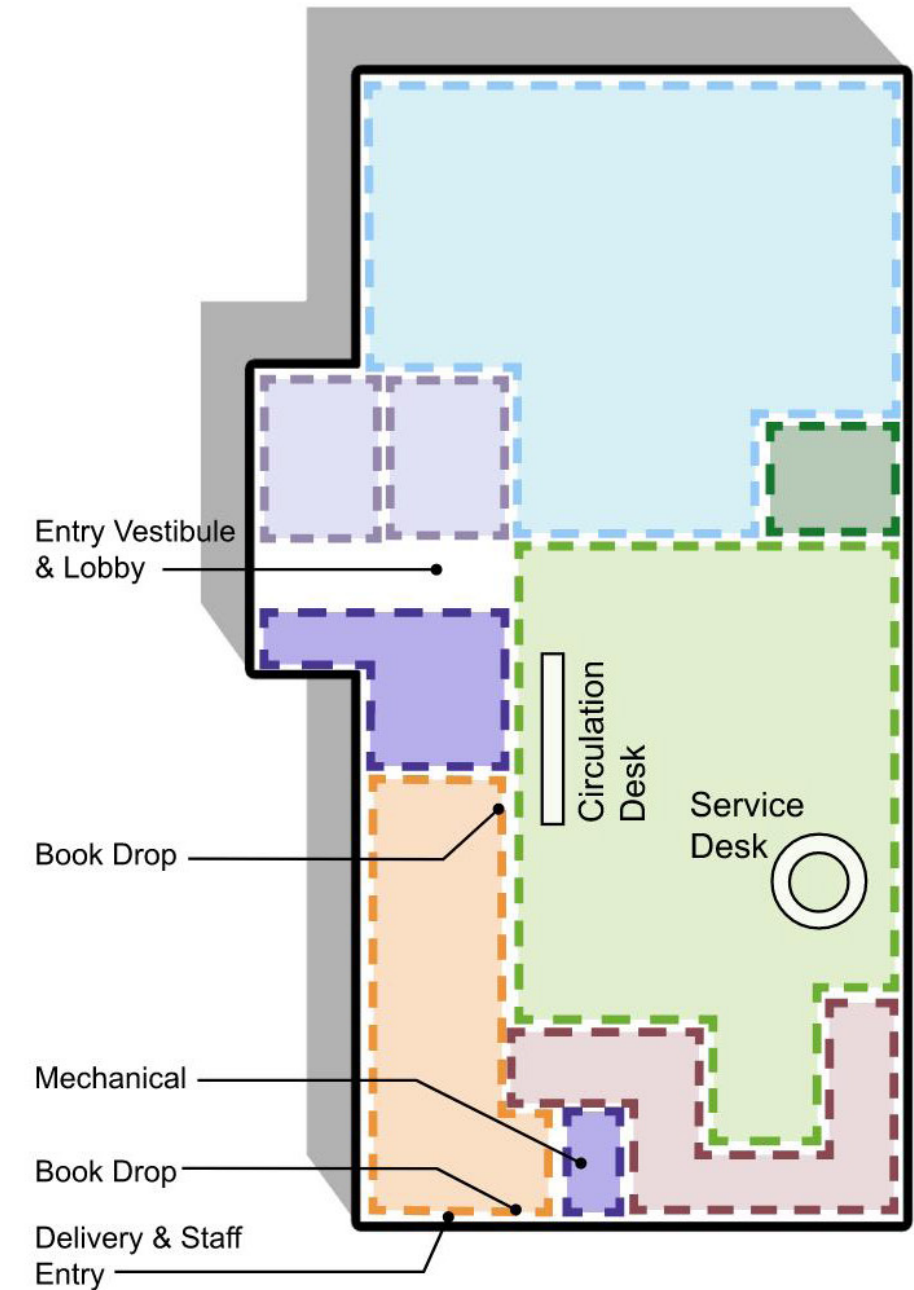


OPTION D

The final option focuses all of the parking along the West end of the site and positions the building to reduce the reconfiguration needed to the existing natural swale.

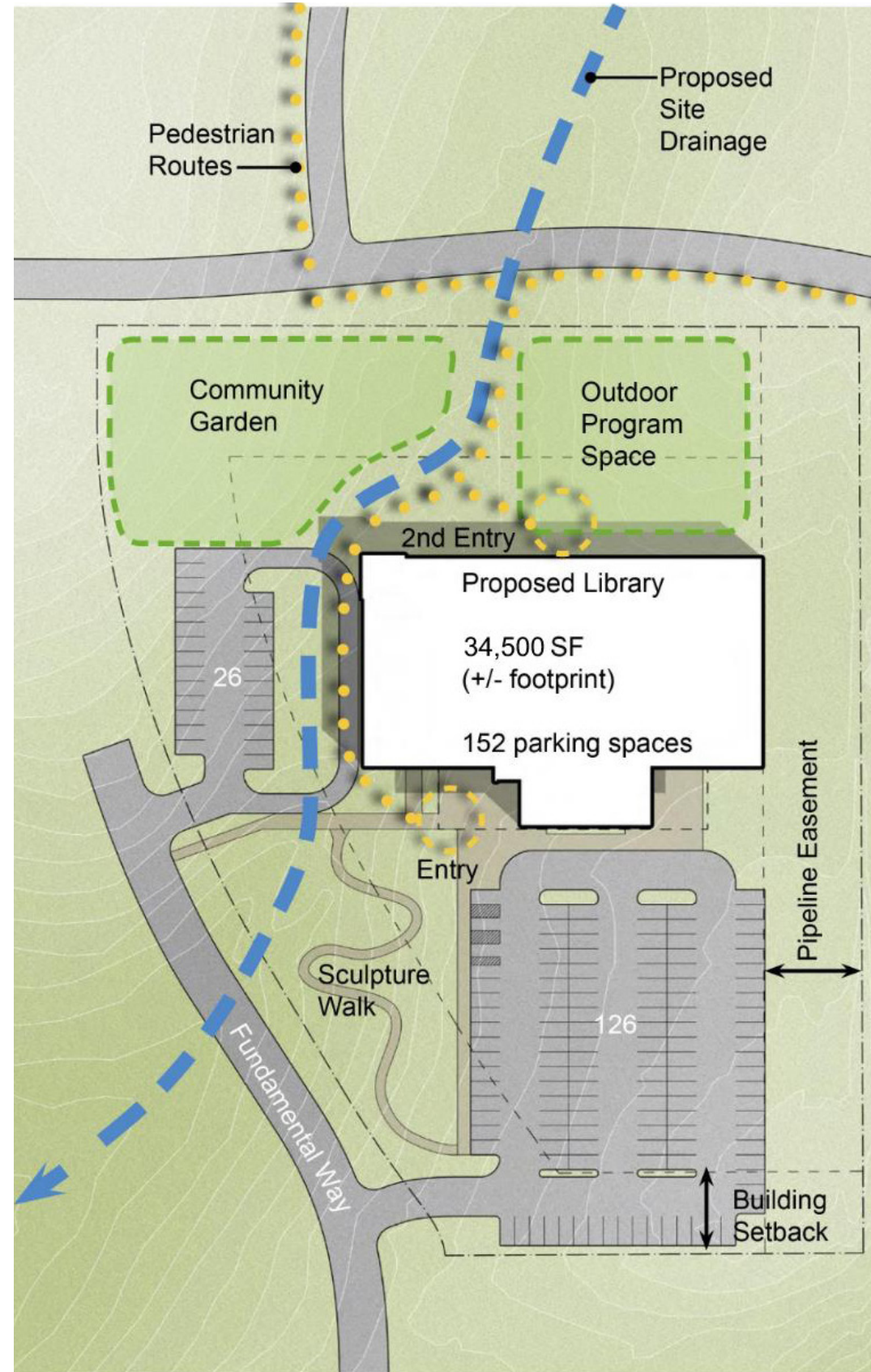


- Adult Services
- Workroom
- Children's
- Multi-Purpose
- Teen
- Toilet & Mechanical
- Quiet, Study, & Collaboration



RECOMMENDED OPTION

The recommended layout was created using feedback from the preliminary conceptual site layout options. This layout has separate visitor and staff parking lots and incorporates a drive-through book drop-off. It also allows for an optimal connection of pedestrian and bike traffic from the North. Finally, this option has a direct connection from the children’s area to a fenced outdoor program space.

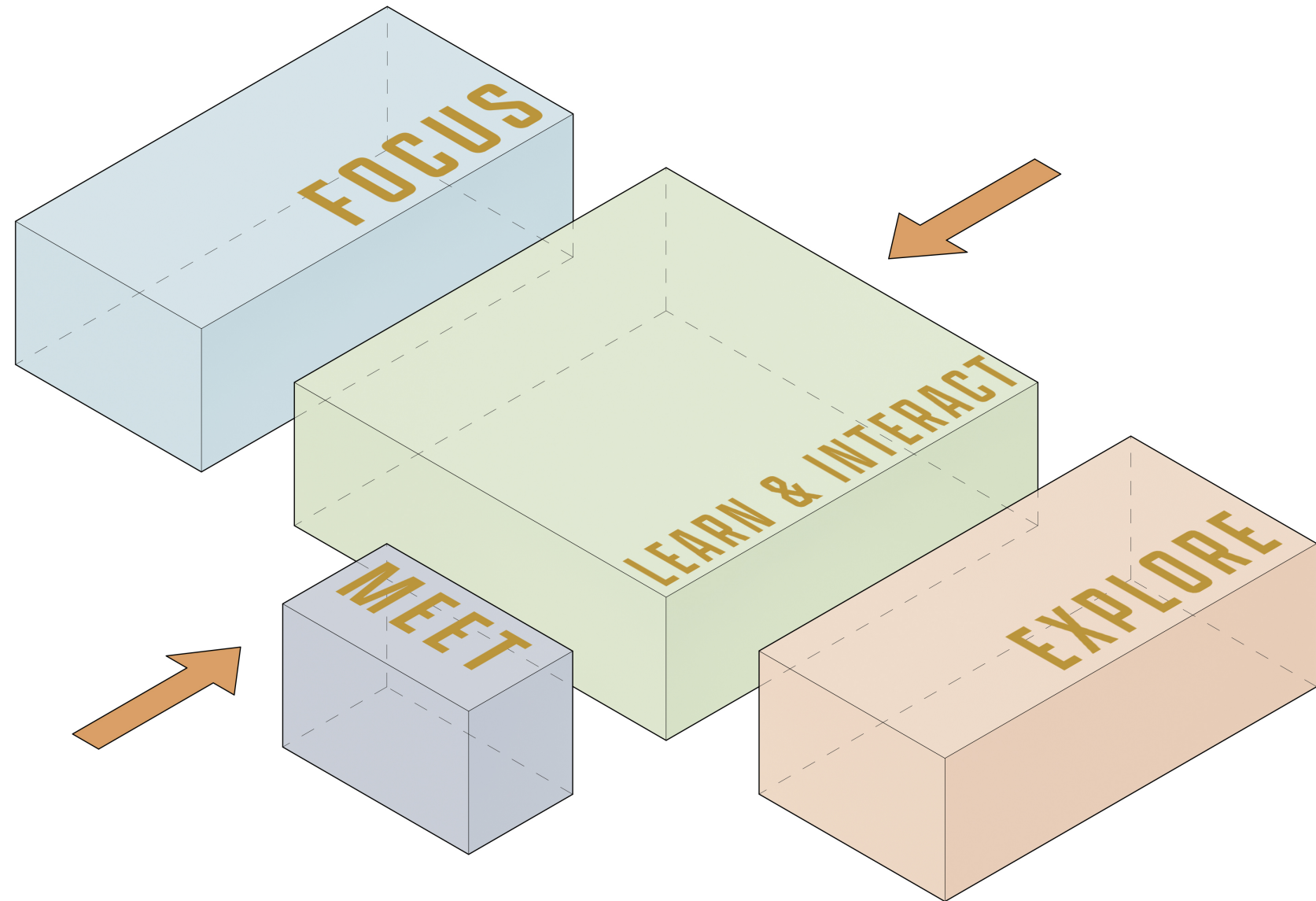


The recommended conceptual layout considers feedback received from the initial diagrams shown with the conceptual site layouts regarding orientation, access, and connection to the outdoors. The arrangement for the recommended conceptual layout positions the building for optimal connection to views and outdoor program space in addition to considering the acoustical separation within the building as illustrated in the diagram to the right. The western portion of the building is concentrated with spaces such as study rooms and quiet rooms that are generally quieter for more focused work, while the eastern portion of the building is expected to be lively and energetic, with the children's area requiring an acoustical separation and buffer between those zones.

The layout also incorporates two entries, positioned near service desks for supervision, with one focused on vehicular traffic and one on pedestrian traffic. In addition, the multi-purpose rooms, adjacent single-user restrooms and corridor can be secured from the remainder of the library for community after-hours use.

The layout and positioning of the building optimizes the access to daylight and views to the outdoors. In addition to the visual connection, there are direct physical connections to the outdoors in multiple areas, including the three seasons room and children's area. Efficient staff space and workflow is a priority in this layout. The path of material was strongly studied to ensure ease of circulation.

The result is a conceptual layout that is uniquely catered to the needs of this community and the site with which it is located.







fgma







COST OPINION

The opinion of probable costs listed below are high-level preliminary total project costs based on historical square foot cost information. The numbers shown include construction costs along with "soft" costs which include items such as utility connections, soil investigation, furniture and equipment, architectural and engineering fees, and construction testing. The total project budget is shown below in two manners - the costs today and the costs in the year 2030 with an escalation factor included. This allows for a range based on when the project could be constructed in the future.

2023 DOLLARS:	Low Range	High Range
Total New Library Project Budget:	\$19,600,000	\$22,200,000

2030 DOLLARS:	Low Range	High Range
Total New Library Project Budget:	\$31,500,000	\$35,600,000



Wheelchair basketball demonstration with the Olympic gold medal team

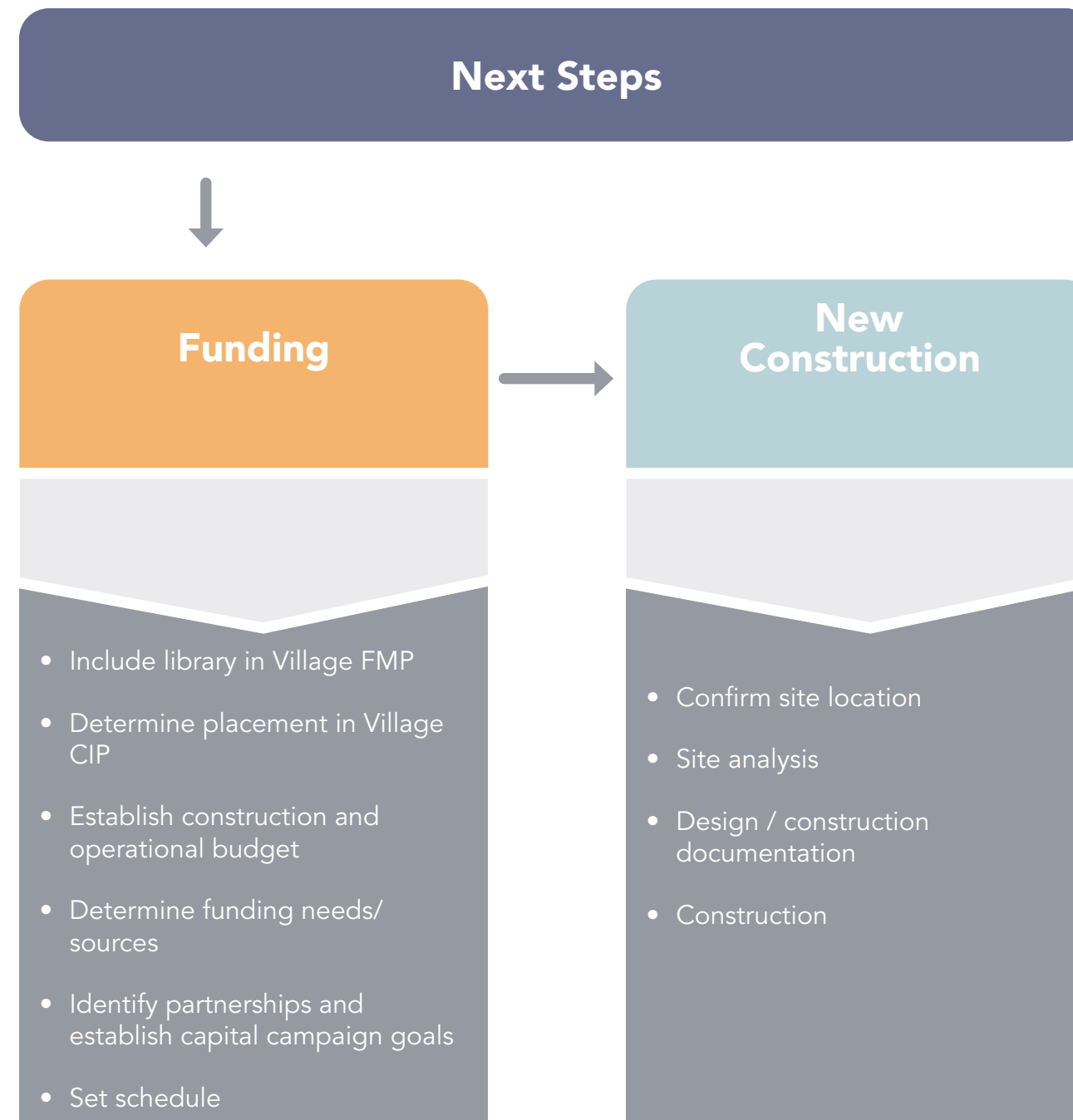
Section 6 | EXECUTE

“This public library has the potential to transform children into explorers and dreamers, help seniors make and sustain connections, support business growth, and build a safe, strong, and thriving Cottage Grove community for the future. Libraries are a public need; Cottage Grove needs this library.”

- Anne Schoenemann, President 1996-2021
Friends of the Cottage Grove Library, Inc.



Toddler story times led by McFarland librarians are popular among families in Cottage Grove.



We Build Community



SUBMITTED TO
Mr. Matt Giese, Village Administrator

SUBMITTED BY
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Andrew Mayo, Project Manager
Lori Everett, Library Subject Matter Expert
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