

LIBRARY PLANNING COMMITTEE

Monday, January 13, 2020  
6:30 p.m.

Municipal Services Building  
210 Progress Drive

AGENDA

- 1) **Call Meeting to Order**
- 2) **Quorum and roll call**
- 3) **Public Appearances:** Public's opportunity to speak about any subject that is not a specific agenda item.
- 4) **Presentation:** Michelle Roach with Promote Local regarding outreach.
- 5) **Old Business:**
  - a. Discuss and Consider forming a subcommittee regarding outreach (Tabled at 12/4/19 meeting);
  - b. Discuss Free Little Libraries in Village of Cottage Grove.  
[Memo re Free Little Libraries.docx](#)
- 6) **New Business:**
  - a. Discuss and consider working with Promote Local.
- 7) **Approve minutes:**
  - a. November 20, 2019, Library Planning Committee.  
[12-4-19 Library Planning Committee Minutes-Draft.docx](#)
- 8) **Friends of Cottage Grove Library Report:**
  - a. Monthly meetings
  - b. Activities
- 9) Set tentative date for next meeting: Wednesday, February 5, 2020, at 6:30 p.m. at Municipal Building, 210 Progress Drive, Cottage Grove.

10) **Future Agenda items**

11) **Adjournment**

Notice:

1. Persons needing special accommodations should call 839-4704 at least 24 hours prior to the meeting.
2. It is possible that members of and possibly a quorum of members of other governmental bodies may be in attendance at the above stated meeting to gather information; no action will be taken by any governmental body at the above-stated meeting other than the governmental body specifically referred to above in this notice.
3. Any item on the agenda is subject to final action.

## MEMO

Date: January 8, 2020

From: Melissa Ratcliff

To: Library Planning Committee

RE: Free Little Libraries

At the December 4, 2019, Library Planning Committee, members indicated that we wanted to create a map of existing Free Little Libraries. We know there are Free Little Libraries at each of our village parks, except for Willow Run Park which is scheduled to have a new Free Little Library installed soon by the Cottage Grove Optimists, and one at the Bank of Sun Prairie. We discussed that there are also Free Little Libraries that are throughout our community that were installed by residents.

After our Library Planning Committee in December, Cindi Kelm-Nelson asked if we could ask community members to send us the addresses that they know have a Free Little Library that are throughout our community. This request could be directed to the Village Board to approve language to put on the website and Facebook page asking for residents to provide addresses of additional Free Little Libraries in our community. Some sample language for the Village Facebook Page is:

“Is there a ‘Free Little Library’ near you? The Library Planning Committee is asking for your assistance in mapping out the locations around our village. Please comment below if you know of a location!”

This language could also be tweaked if it was being placed on the Village Website to have the residents call Village Hall, 608-839-4704, or the Parks and Rec Department with the address of the Free Little Library.

Once we have this information, a sheet could be produced with a map showing where each of the Free Little Libraries are and have the map available for residents at Village Hall and the Parks and Rec Department. It could also be placed on the Village website. I have heard from some residents that they walk in our community, stopping at Free Little Libraries on their way and this would allow them to have a path to walk to the Free Little Libraries in their neighborhood.

Recommendations: Make a motion asking the Village Board to have a Facebook post and language on the website for one month asking our community for addresses of Free Little Libraries in our community using the sample language in this Memo.

LIBRARY PLANNING COMMITTEE

Wednesday, December 4, 2019  
6:30 p.m.

Municipal Services Building  
210 Progress Drive

**DRAFT Minutes by Anne Schoenemann**

- 1) **Call Meeting to Order** by Melissa Ratcliff at 6:31 pm
- 2) **Quorum and roll call** A quorum was present. Present members: Tiffany Haas, Cindi Kelm-Nelson, David Peterson, Melissa Ratcliff, Anne Schoenemann
- 3) **Public Appearances:** Public's opportunity to speak about any subject that is not a specific agenda item. None
- 4) **Presentation - NONE**
- 5) **Old Business:**
  - a. Library Planning Committee agendas, dates, and minutes on Village website:  
<http://www.village.cottage-grove.wi.us/545/Library-Planning-Committee>
  - b. Tracy Herold with Dane County Library Services (DCLS) provides information regarding services DCLS provides to libraries in Dane County:
    - Service to all libraries in Dane Co
      1. Those communities without a library pay a county library tax
      2. Everyone can use Dane County libraries for the past 50 years
      3. There is a formula for reimbursement for libraries in Dane County that is disbursed by DCLS
      4. Collection of 45,000 items and shared county wide, DCLS building not open to public
  - i. Information on Bookmobile services to Village of Cottage Grove;
    - 16 stops a week, 8-9 hours a day and 300 miles a week
    - Dreambus focused on Madison communities (paid by grant now for service in Madison, later Madison Public Library will pay for these services)
    - CG -
      - Bookmobile: Wednesdays, busiest stop in the county, 2-4pm Dublin Park and 5-8pm Piggly Wiggly parking lot
      - Handout 5 yr snapshot of items checked out by Cottage Grove residents from 3 local libraries and Bookmobile (highest to lowest use): Pinney, Bookmobile, Sun

Prairie, Monona. Notice: there is stabilization/fluctuation and decline after 2011 due to digital books and overdrive (database use). If added together, it evens out. Usage by Cottage Grove residents is pretty consistent for the past five years AND affordable streamable media (music, movies, books) at a moments notice. Libraries looking at streamable video services as a public service (ex: Hoopla). Also, examples of changes like 8 week moratorium on new McMillian books. Also, less time in daily lives to stop at libraries to pick out books/media/

- Questions:
  - a) Why do families go to bookmobile? -CG has a sense of community on the bookmobile, relationships with neighbors and drivers, desire to see what is new and hold pickups, high summer reading program usage
  - b) Before the meeting started, Tracy was thinking where could I go in CG to get some work done before the meeting and access to wifi? She ended up driving around because there wasn't a place she could go. A library would be perfect to fill this need.
  - c) Discussion about the pro's and con's of bookmobile. Cons are that it is only on Wednesdays during set times, its not a place to hang out. Pros are at least it's a resource for our community and you can have some social time with neighbors.
  - d) How does the economy affect libraries - when recession in 2008 hit, library use went up everywhere, stay vacations and to save money. New library services were added in response and usage has remained up and levels off
  - e) How does the Dane County libraries keep track of people coming to libraries for other services (when they don't check out books) - not able to keep track now
  - f) Can we change or increase bookmobile day? How about a different day like Saturdays. If not a physical building, can we increase days and times? Yes, pay more for more availability. What day would residents want to use the bookmobile (survey item).
  - g) What are the demographics on bookmobile? Not sure but eyeball looks like families and seniors
  - h) What are compliance rules on library card? Data - name, address, age range (very minimal)
  - i) Why does the bookmobile go to certain spots - communities without libraries, offer services not

available or offered in community, pre- renovated libraries, added rural spots. Dream bus stops at places of high need in Madison.

## ii. Programs and services that libraries provide to a community

Current services DCLS provides:

- Seniors, children - play literacy (90 sites totals)
- Job center - library card issues/sign up
- Kids' Connection (jail) - adult reads book to child, recorded and given to family
- Questions:
  - Did the recession cause more people to give feedback thus more new libraries and renovations? Yes, economically, not serve needs, population increase, resident feedback directed library to add new needs and wants, library services expanded (ex: digital maker space beyond all services already offered in maker space), people craving community space interact, touchbase, safe, comfortable, use on own terms

## iii. Roles of a librarian in a community.

- A. Beyond keeper of book collections
- B. Community our size would require a degree'd librarian
- C. Discussed how resources are organized and presented
- D. Community advocacy and connections - an ambassador between people and library service/culture, building relationships
- E. Looking at library services outside the school setting which has a different focus than those in the school setting.
- F. Residents can use library on own terms so librarian knows what the community wants, collaborate with other Village departments (4-K, rec/parks...) and other groups in the community.
- G. How do you conduct user survey - focus groups (businesses, go to where the people are, in person), canvass door to door, survey online and focus groups (dispel misinformation, talk about it and get positive energy out in the community - want to hear what residents want to say. Need Village responses - UW Extension may be a good way with mailing (DCLS had a good experience).
- H. Librarians can share library information and support planning/development of funding.

## 6) New Business:

- a. Discuss and consider forming a subcommittee regarding outreach - Maybe 2 people meet face to face, working groups, what does outreach mean: ideas what to do and how

to enact the ideas, need costs first and write clear and consistent elevator speech. Questions regarding noticing to public, if Village Board would need to approve the subcommittee, and quorum issues. M. Ratcliff motion to Table topic until next meeting, seconded by C. Kelm-Nelson, motion passes 5-0.

b. Discuss and consider hiring a survey company: Find out what other libraries have done in the past. D. Peterson made motion to contact UW Extension to give presentation, C. Kelm-Nelson seconded, motion passed 5-0.

c. Discuss current Little Free Libraries in Village of Cottage Grove. Maybe create a map of the little libraries. Will look into further.

#### **Little Free Libraries**

First four were funded by the Friends of the Library. Managed by the CG Recreation Department. Built by local volunteers. Located at four sites in the Village at -Huston Community Park, Taylor Prairie Elementary School, Near the Bank of Sun Prairie and at the CG Municipal building in the Recreation Department Office

All parks have a library except for Willow Run. There are also little free libraries at CG school and at individual homes. Information on the project: <http://www.littlefreelibrary.org>

#### **7) Approve minutes:**

a. November 20, 2019, Library Planning Committee. C. Kelm-Nelson made motion to approve the minutes from Nov. 20, T. Haas second, motion passed 5-0

#### **8) Friends of Cottage Grove Library Report: (A. Schoenemann)**

a. Monthly meetings: Second Thursday of the month 6:30-7:30 at 205 Yarrow Hill Drive

b. Activities: updated executive board members, updated friends' membership form and starting to build membership, participating in the parade on Dec. 6th, banners for sign on land

#### **9) Set tentative date for next meeting:**

a. Wednesday, January 8, 2020, at 6:30 p.m.- possible conflict with Utility Commission (meets at Municipal building) and Plan Commission, or January 15, 2020 or January 22, 2020, at 6:30 p.m.? Next meeting Monday, Jan. 13th, 2020, 6:30pm. at Municipal Building

#### **10) Future Agenda items**

UW Extension survey presentation

Information from DCLS and SCLS meeting

Outreach working groups

Components of an elevator speech (Create a fact sheet)

Create Timeline

**11) Adjournment:** A. Schoenemann makes motion to adjourn at 8:05 p.m., D. Peterson second, motion passed 5-0.

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