

LIBRARY PLANNING COMMITTEE

Wednesday, July 1, 2020

6:30 p.m.

Due to the COVID-19 pandemic, this meeting will take place virtually via Zoom. Please join the meeting from your computer, tablet or smartphone by visiting <https://zoom.us/j/96427172739>. You can also participate via phone by dialing 1 312 626 6799 and use Meeting ID 964 2717 2739 # When asked for your Participant ID, just press #

You may also choose to participate by providing public comment prior to the meeting via email to Village Clerk Lisa Kalata: lkalata@village.cottage-grove.wi.us

- 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:**
- 5) **Old Business:**
 - a. Discuss Parks and Little Libraries Map [Free Little Libraries Map_6-12-20 copy.pdf](#)
 - b. Discuss and consider community outreach and survey questions.
[Library-Survey-Brainstorming.docx](#)
[DemographicsDistrict.pdf](#)
- 6) **New Business:**
 - a. Discuss and consider timeline.
 - b. Discuss and consider what "support" means.
 - c. Discuss meeting location in person or via zoom
- 7) **Approve minutes:**
 - a. June 3, 2020, Library Planning Committee.
[6-3-2020 Library Planning Committee Minutes.docx](#)
- 8) **Friends of Cottage Grove Library Report:**
 - a. Monthly meetings
 - b. Activities
- 9) **Set tentative date for next meeting:** Monday, July 13, 2020, at 6:30 p.m.
- 10) **Future Agenda items:** school librarians; surveys; reach out to groups

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.

Cottage Grove's Free Little Libraries

Locations

North of BB, West of N
 Clover Lane and North Parkview Street (North Lawn Park)
 900 North Parkview Street (Taylor Prairie School)
 404 Coyle Parkway

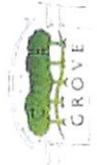
South of BB, West of N
 4064 Vilas Road (Baaken Park)
 Meadow Crest and 731 Weald Bridge (Strause Park)
 801 Damascus Trail (Glacial Drumlin School)
 210 Progress Drive (CG Parks and Rec Office)
 419 West Cottage Grove Road (Bank of Sun Prairie)

South of BB, East of N
 470 North Main Street (Cottage Grove School)
 100 Block of Taylor Street
 400 Trillium Trail and Yarrow Hill (R.G. Huston Park)

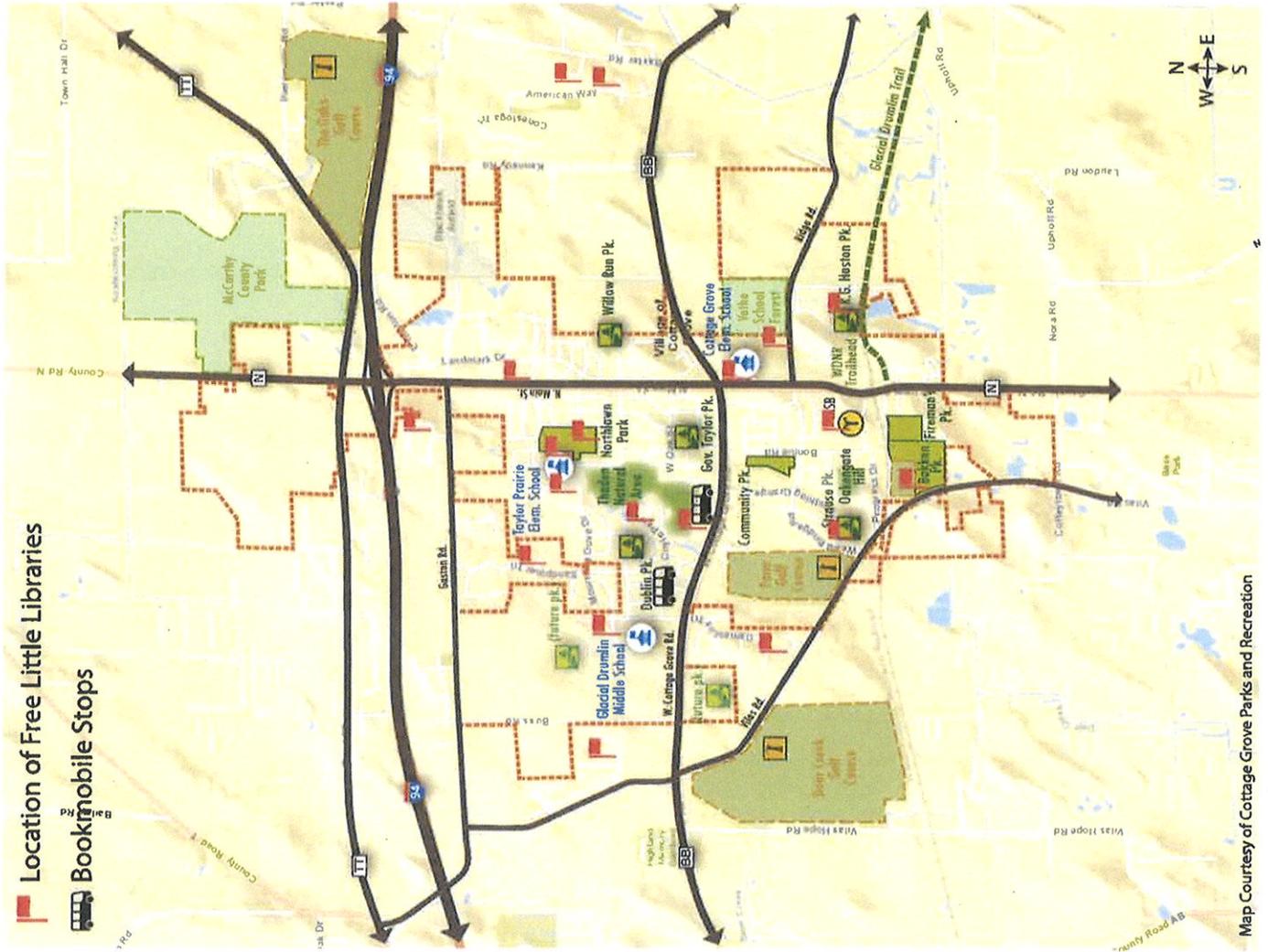
North of BB, East of N
 4590 County Road N (UW Health Clinic)

Town of Cottage Grove
 Damascus Trail
 Sr. Airman Dan Johnson Memorial Park
 Conestoga Trail
 Lane Street
 Gaston Circle
 Sandpiper Trail

Bookmobile
 The bookmobile visits Cottage Grove every
 Wednesday from 2-4 pm at Dublin Park
 and 5-8pm at the Piggly Wiggly.



VILLAGE OF
COTTAGE GROVE, WI



Map Courtesy of Cottage Grove Parks and Recreation

Library Survey Brainstorming

A. Demographics

The purpose of this section is to XXX.

What is your gender?

- A. Male
- B. Female
- C. Transgender
- D. Non-binary
- E. Other
- F. Prefer not to answer

What is your age group?

- A. 18-29
- B. 30-39
- C. 40-49
- D. 50-59
- E. 60 or over

How would you describe your race and ethnicity?

Do you identify as a person with any of the following conditions?

- A. Blind/Visual
- B. Deaf/Auditory
- C. Physical
- D. Learning/Cognitive
- E. Vocal/Speech
- F. Chronic Illness
- G. Developmental/Neurological Disability

Have you completed

- A. 4th grade
- B. 5th grade
- C. 6th grade
- D. 7th grade
- E. 8th grade
- F. 9th grade
- G. 10th grade
- H. 11th grade
- I. High School
- J. Some College
- K. 2 years of college
- L. College Graduate
- M. Postgraduate work (masters or doctorate)

Do you have access to the internet at home?

- A. Yes
- B. No

Do you have a library card?

- A. Yes
- B. No

Do you have children in your household?

- A. Under the age of 12
- B. Between the ages of 13-19
- C. No children living at home

Commented [CAK1]: I would want to see a variety of questions.

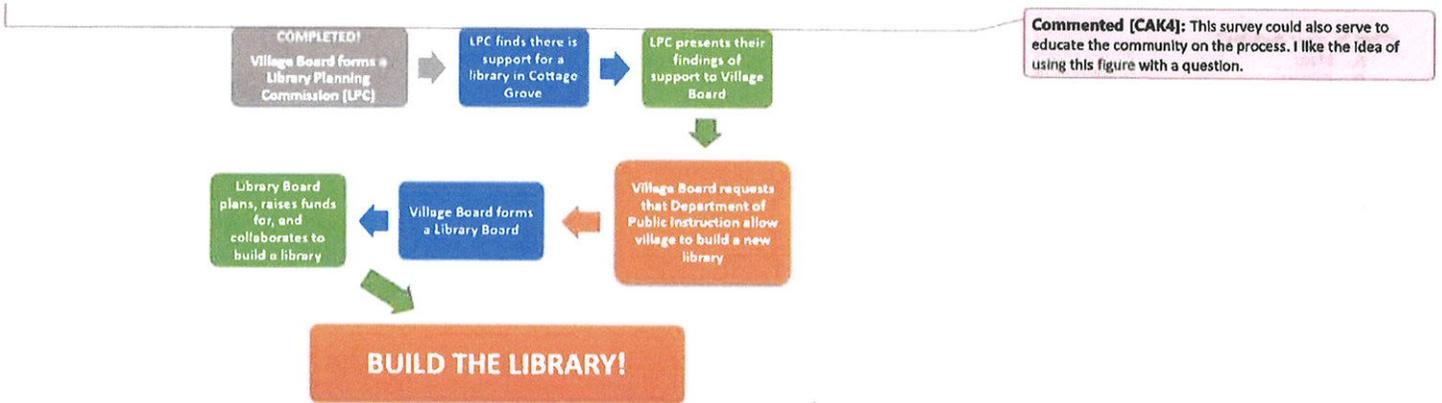
- A. Make sure we capture the demographics of cottage grove residents
- B. An idea of how residents would use or currently use library services (does this match with what the bookmobile presentation told us about where CG residents go)

Commented [CAK2]: I like the idea of having three sections with a purpose.

Commented [CAK3]: Alternatively, consider a question targeting Senior services.

B. Support

Currently, the Village pays approximately \$250,000 to operate the bookmobile. Given this information, do you support the initiative to investigate the building of a physical library building?



Overall, how satisfied are you with library services currently available within the Village of Cottage Grove?

- A. Very dissatisfied
- B. Dissatisfied
- C. Slightly dissatisfied
- D. Slightly satisfied
- E. Satisfied
- F. Very satisfied

How important is the library as a community service

- A. Very important
- B. Important
- C. Somewhat important
- D. Not important

How interested would you be in having the Village investigate the building of a library?

- A. Yes
- B. No

Would you be willing to pay more taxes than you currently do for library services to ensure that library services are maintained and improved?

- A. Yes
- B. No

True or False

The library is essential to the community

Commented [CAK5]: Using a variety of yes/no, true/false, multiple choice, maybe an open ended question? A variety of questions gives us multiple ways to look at the data

B. Knowledge of Library Services/Survey of Community Need

How often do you visit the bookmobile in Cottage Grove?

- A. At least once a week
- B. Once every three weeks
- C. Once a month
- D. Once every six months
- E. Once a year
- F. Never

How often do you visit the other branches (e.g. Monona, Piney, Madison)?

- A. At least once a week
- B. Once every three weeks
- C. Once a month
- D. Once every six months
- E. Once a year
- F. Never

If you have not visited the Public Library in the last year, which of the following reasons describes why?

- A. I didn't have time
- B. The library hours were not convenient
- C. I buy books and read them at home
- D. I get all the information I need elsewhere
- E. I get the information I need from the Internet
- F. The library is too far
- G. The library is only for children
- H. In the past I didn't find what I needed
- I. The library would not have what I needed
- J. I don't know where the library is
- K. I don't need a library
- L. It's too difficult for me to get to the library
- M. I don't feel welcome at the library
- N. The service at the library isn't very good
- O. The library is not handicap accessible

What are your main reasons for using the Library (check all that apply)

- A. To borrow best sellers
- B. To borrow other fiction
- C. To borrow non-fiction books
- D. For reference/research
- E. To use the children's library
- F. To use the young adult area
- G. To borrow videos, CD's or audio tapes
- H. To use the copy machine
- I. To read magazines
- J. To read newspapers
- K. To use the Internet
- L. To get information for a school project
- M. To use government publications
- N. To attend storyhour or children's programs
- O. To use the computers (non-Internet)
- P. To get information for home/car repairs
- Q. To get income tax forms
- R. To study/work

How important is each of the following library services to you?

	Very Important	Important	Somewhat Important	Not Important	Don't know/Not Applicable
Borrowing materials (books, DVDs, music, etc.)	<input type="checkbox"/>				
Reference (research assistance from librarians)	<input type="checkbox"/>				
Programs (classes, storytimes, etc.)	<input type="checkbox"/>				
Computers and printers	<input type="checkbox"/>				
Help using computers, printers, etc.	<input type="checkbox"/>				
Study rooms/reading areas	<input type="checkbox"/>				
Community meeting rooms	<input type="checkbox"/>				
Internet access	<input type="checkbox"/>				
ILL (Inter-library loan)	<input type="checkbox"/>				
Online services (website, catalog, research databases, etc.)	<input type="checkbox"/>				
Photocopier	<input type="checkbox"/>				
Newspapers and magazines	<input type="checkbox"/>				
Bookmobile	<input type="checkbox"/>				
Homebound services	<input type="checkbox"/>				
Overall, how important is the library to you and your family?	<input type="checkbox"/>				

How do you find out about what is happening at the library?

- A. Friend
- B. Teacher
- C. Library publications
- D. Social Media
- E. Local publications
- F. Friends of the Library web site

In your opinion, which of the following community services is most beneficial to the community (rank from 1 (the highest) to 6 (lowest))

- A. Swimming Pools
- B. Parks
- C. Arenas
- D. Libraries
- E. Sports Fields
- F. Art galleries/museums

In a new library, which of the following services would you like to see expanded to better serve the needs of our growing community?

- A. Quiet reading space
- B. Computer/Internet stations
- C. Community meeting space
- D. Book selection
- E. Children & Teen activities
- F. Audio-Visual material

What is important for libraries to offer, check all that apply:

- Free events and activities (classes, cultural events) for people of all ages
- Jobs, employment, career resources
- Free databases
- Programs and classes
- Quiet study spaces
- Community room for meetings
- Free access to computers and internet
- Borrowing books
- Librarians that help people find information they need
- Collaboration with local schools
- Free early literacy programs
- comfortable spaces for reading, working, and relaxing at the library
- broader selection of e-books
- interactive learning experiences similar to museum exhibits
- Help users digitize material such as family photos or historical documents
- Program that allowed people to try out the newest tech devices or applications

In the future, how would you as a resident of Cottage Grove support a library (check all that apply):

- Using a library
- Encouraging others to use a library
- Voting in favor of library ballot items
- Donating books
- Advocating for the library
- Making monetary donations to the library
- Volunteering time
- Other _____
- None of the above

Open Ended Questions

Please report any changes you feel the library should make in its service to the community.

How does the bookmobile not meet your expectations?

What do you like best about the library?

What do you value most about the library?

How does the library benefit you or the community?

Commented (CAK6): Just a few, but it would also give us a way to get personal feedback since we can't have face-to-face focus groups

Engage Dane Basic Demographic Profile Supervisory District 36



	District 36		Dane County		Wisconsin	
	Estimate	Percent of total	Estimate	Percent of total	Estimate	Percent of total
Total Population	13,221		488,073		5,686,986	
Adult Population	9,648	73.0%	381,989	78.3%	4,347,494	76.4%
Adult Population, Male	4,801	36.3%	187,127	38.3%	2,136,810	37.6%
Adult Population, Female	4,847	36.7%	194,862	39.9%	2,210,684	38.9%
Youth Population (persons under 18 years)	3,574	27.0%	106,084	21.7%	1,339,492	23.6%
Persons 65 and Over	1,318	10.0%	50,144	10.3%	777,314	13.7%
Race & Ethnicity						
White alone	12,314	93.1%	399,488	81.9%	4,738,411	83.3%
Black or African American alone	194	1.5%	24,717	5.1%	350,898	6.2%
American Indian or Alaska Native alone	18	0.1%	1,338	0.3%	48,511	0.9%
Asian alone	221	1.7%	22,903	4.7%	128,052	2.3%
Native Hawaiian & Other Pacific Islander alone	0	0.00%	145	0.03%	1,565	0.03%
Some Other Race alone	19	0.1%	628	0.1%	4,095	0.1%
Two or more races	167	1.3%	9,929	2.0%	79,398	1.4%
Hispanic or Latino	288	2.2%	28,925	5.9%	336,056	5.9%
Households	4,884	--	203,750	--	2,279,768	--
Selected Social and Economic Characteristics						
Language other than English spoken at home (persons over 5 years)	1,154	8.7%	58,693	11.9%	470,501	8.7%
Persons in Poverty	830	6.0%	63,003	12.4%	692,719	12.3%
Median Household Income	\$92,226	--	\$67,631	--	\$56,759	--
Per Capita Income	\$39,145	--	\$37,193	--	\$30,557	--
Persons with a disability, under age 65	783	5.6%	27,488	5.2%	400,098	7.0%
Persons without health insurance, under age 65	439	3.1%	25,494	4.8%	366,746	6.4%

Prepared by the Applied Population Laboratory, UW-Madison/Extension



Sources: 2010 Census of Population and Housing, SF1; 2013-2017 American Community Survey 5-year estimates

Note: The above figures were derived through a population-weighted areal interpolation process. Census and ACS data for census blocks, census block groups, and census tracts were used to "fit" the data into county supervisory district boundaries. The "fit" is rarely perfect so the above figures should be used as estimates with some small inherent error. As a result, the county supervisory district totals will not necessarily sum to the county total. In addition, the detailed socio-economic data comes from the American Community Survey which produces estimates based on a relatively small sample. There is also some error associated with ACS estimates that is represented by "margins of error" around published estimates. The "margins of error" for the estimates above are not included.

VILLAGE OF COTTAGE GROVE LIBRARY PLANNING COMMITTEE

Wednesday, June 3, 2020 6:30 p.m.

Notice of Meeting: Due to the COVID-19 pandemic, this meeting will take place virtually via Zoom. Please join the meeting from your computer, tablet or smartphone by visiting

<https://zoom.us/j/94001923797?pwd=NFd2VmIhNOXInM2FDSnVRL1AwV1lZQT09>.

You can also participate via phone by dialing 1 312 626 6799 and use Meeting ID 940 0192 3797 # When asked for your Participant ID, just press # You may also choose to participate by providing public comment prior to the meeting via email to Village Clerk Lisa Kalata: lkalata@village.cottage-grove.wi.us

AGENDA

1) Call Meeting to Order - 6:31 pm

2) Quorum and roll call - Quorum present: Melissa Ratcliff, Tiffany Haas, Cindi Kelm-Nelson, David Peterson, 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. Discuss and Consider Little Free Libraries and Parks Map

Cindi updated the FLL map, Parks and Rec print? Melissa check, Link at Village and Friends website, Title change from Village to CG community FLL? Melissa check, David made the motion to approve the map. Tiffany second motion. Motion passed 5-0. Cindi will send the map to the parks director and Melissa will follow up. May update map based on park director feedback.

6) New Business:

a. Discuss community outreach - Michelle Roach, unable to attend due to death in the family

1. Most local organizations are not meeting.

2. MGSD may have another referendum. Approval of exceeding operating costs 5 year referendum of 2016 expires 2021. "As we look ahead, we must balance current concerns with the Board's long-range budget planning initiated last summer. You may remember that in 2016, Monona and Cottage Grove voters supported a five-year operational referendum that allowed us to temporarily close the budget deficit and manage the growing gap between inflation and per-pupil revenues. Your approval provided funding to maintain existing programs, services, and staff through the 2020-2021"

3. Ways to reach community:

a. Find out when civic groups are meeting online

b. Mass US mail

c. Online survey - Village, Town and Friends websites and local links

d. Emails - we do not have a full list in the community

e. Talk to Promote Local for next steps - survey questions, how to circulate, who will gather the data

f. Contact people who use the bookmobile

3. What questions do we want to ask? What data does the Village Bd want to know? (finding support for the library in CG)

a. Demographics

- b. Which community services do you want?
- c. What are your interests and activities you would participate in?
- d. What are the needs of the community?
- e. Type of questions: Yes/No, likert scale, select what are applicable
- f. Offer online and PDF printable survey versions
- g. Ask local organizations to add survey link to their websites - important

7) Approve minutes:

- a. March 6, 2020, Library Planning Committee. LPC draft minutes 3.4.20.pdf
- b. Changes: 4)d) 1.4 n=mil to 1.4 mil 4)g) con to can
- c. Anne made the motion to approve with changes. Cindi second. Motion passed 5-0

8) Friends of Cottage Grove Library Report:

a. Monthly meetings

Financial meeting in March, Membership and executives meeting in May, Next membership meeting June 11 via Zoom - public welcome to attend

b. Activities

Friends on FB, Instagram and website with email and google voice accounts - to build ground swell of support

Finalized mission, vision and value statements - send to Melissa to send to the group-

Mission:

We are championing a community gathering place in Cottage Grove that celebrates literacy, education and technology for all.

Vision:

We create connections across generations and cultures to foster personal, community, and economic growth.

Slogan: Community, Inspiration, Belonging

Value Statements: We believe our community can work collaboratively to empower lifelong learning.

We inspire each other to discover, create, achieve, and cultivate.

We advocate a sense of belonging, inclusiveness, and respect for people of all ages and abilities.

Events/Calendar committee will meet soon to plan upcoming activities

Updating donor list

Creating first newsletter

9) Set a tentative date for the next meeting: Wednesday, June 24, 2020, at 6:30 p.m. Melissa suggested we start meeting bi-monthly. Upcoming dates: Monday, July 13 and Wednesday, July 29

10) Future Agenda items

Timeline to conduct survey

How to create survey

Define what is support from the community for the library

Discuss how to meet in the future

Discuss how to reach out to civic groups to share survey and presentations ideas

Local librarians come to share what are important components of a library for our community

11) Adjournment Notice:

Tiffany makes motion to adjourn. David second. Motion Passed 5-0-0. Adjourned at 7:35 p.m.

Submitted by Anne Schoenemann

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