



## Bayfield County Library Committee

Bayfield County Courthouse  
117 East 5<sup>th</sup> Street, Washburn, WI 54891

### County Board Representatives:

Charly Ray      Jeremy Oswald      Jim Crandall

### Bayfield County Library Representatives:

Mary Lynch, *Bayfield; Vacant, Drummond*; Diane Posner, *Washburn*; Laurie St. Aubin-Whelihan *Cable/Namakagon*; Cassie Fleming, *Iron River*; Connie Cogger, *Northern Waters Library Service*

### Bayfield County Librarians:

Darrell Pendergrass, Teresa Weber, Jacqueline Pooler, Addie Arens,  
Kristine Lendved, Jared Blanche

January 18, 2023

Dear Library Committee Members,

This letter is written to inform you of the Bayfield County Library Committee Meeting is scheduled for **5:00pm Thursday, January 18, 2023**. **This will be a REMOTE meeting only.** Committee members and the public will be able to participate in the Meeting via video (click on JOIN MICROSOFT TEAMS MEETING link) and or voice either by using the internet link or phone number below.

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**Contact Bayfield County at 715-373-6181 if you have access questions.**

Any person wishing to attend who, because of a disability, requires special accommodations, should contact the County Clerk's office at 715-373-6100, at least 24 hours before the scheduled meeting time, so appropriate arrangements can be made.

### AGENDA

1. Call to Order

2. Introductions
3. Election of New Chair
4. Public Comment
5. Motion regarding the Minutes of August 17, 2022
6. Review 2022 and 2023 Building Strong (BSL) Library Projects
7. Discussion and Possible Action Regarding 2024 BSL Program
8. Review 2022 Library Budget
9. Next Meeting Date: August 24, 2023.
10. Library reports
11. Adjournment.

Respectfully,

**MARK ABELES-ALLISON**, *Bayfield County Administrator*

On behalf of Bayfield County Library Committee

MAA/pat

cc: Ashland Daily Press, via e-mail

Library Narrative, Thursday, Jan 18, 2023, remote only meeting

Item 2: There are several new members of the committee.

Item 3: Karen has announced her resignation from the committee. The Committee will need to elect a new chair and vice chair.

Item 4: Public Comment

Item 6:

BLS 2022: Library reports (Please share photos of completed projects).

BSL FUNDING REQUESTS FOR THE 2022 YEAR					
LIBRARY	TOTAL	LOCAL	COUNTY	PROJECT DESCRIPTION	Local % share
Evelyn Goldberg Briggs, Iron River	\$ 2,600	\$ 650	\$ 1,950	Door openers, AED	25%
Bayfield Carnegie Library	\$ 34,500	\$ 8,625	\$ 25,875	FURNACE/AC REPLACEMENT	25%
Forest Lodge	\$ 2,500,000	\$ 2,480,000	\$ 20,000	NEW LIBRARY	99% *
TOTAL	\$ 2,537,100	\$ 2,489,275	\$ 47,825		

NOTE: FOREST LODGE WAS MODIFIED TO \$17,889.

*Motion by Crandall, seconded by Ray to approve the funding requests with the following allocations: \$1,950 to the Evelyn Goldberg Briggs (Iron River) Library for new door openers and AED Units; \$25,875 to the Bayfield Carnegie Library to replace the furnace/air conditioning units; and \$17,889 to the Forest Lodge Library to assist with building a new library building. fund allocations to the Forest Lodge Library are contingent upon the project being completed within three (3) years. Motion Carried.*

2023: BSL: Library Reports (please bring photos of completed projects)

LIBRARY	TOTAL	LOCAL	COUNTY	PROJECT DESCRIPTION	Local % share
Evelyn Goldberg Briggs, Iron River	\$ 3,500	\$ 875	\$ 2,625	3 Wall Mounted Activity Panels	25%
Bayfield Carnegie Library	\$ 6,472	\$ 1,618	\$ 4,854	Insulated Blinds	25%
Drummond Library	\$ 3,800	\$ 950	\$ 2,850	Outdoor Seating Area	25%
Forest Lodge	\$ 2,500,000	\$ 8,643	\$ 48,314	NEW LIBRARY	0% *
<b>TOTAL</b>	<b>\$ 2,513,772</b>	<b>\$ 12,086</b>	<b>\$ 58,643</b>		


\* This is a multi year project, Cable requests holding of funds until project is complete AND they make a second and potential third request in 2023 and 2024

Available Funding	\$ 58,643.00
Net request	\$ 0.26

*Motion by Crandall, seconded by Rautio to approve the funding requests with the following allocations: \$2,625 to the Evelyn Goldberg Briggs (Iron River) Library for three wall-mounted activity panels; \$4,854 to the Bayfield Carnegie Library for new insulated blinds; \$2,850 to the Drummond Public Library to improve and renovate the outdoor seating area; and \$48,314 to the Forest Lodge Library to assist with building a new library. Motion carried.*

Item 7: Attached is an updated (date changes) BSL program for 2024. Please review to see you think there should be any other plan updates.

Item 8: Budget review



above expectations  
**BAYFIELD**  
C O U N T Y

### Budget by Organization Report

Through 12/31/22  
Prior Fiscal Year Activity Included  
Summary Listing

Organization	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total
Fund 100 - General									
EXPENSE									
Department 00 - General Fund									
State Account 55111 - Northern Waters Library	37,581.00	.00	37,581.00	.00	.00	37,580.00	1.00	100	37,580.23
State Account 55112 - Library Commission	335,646.00	.00	335,646.00	12.37	.00	317,258.72	18,387.28	95	389,439.80
Department 00 - General Fund Totals	\$373,227.00	\$0.00	\$373,227.00	\$12.37	\$0.00	\$354,838.72	\$18,388.28	95%	\$427,020.03
EXPENSE TOTALS	\$373,227.00	\$0.00	\$373,227.00	\$12.37	\$0.00	\$354,838.72	\$18,388.28	95%	\$427,020.03
Fund 100 - General Totals									
EXPENSE TOTALS	373,227.00	.00	373,227.00	12.37	.00	354,838.72	18,388.28	95%	427,020.03
Fund 100 - General Totals	(\$373,227.00)	\$0.00	(\$373,227.00)	(\$12.37)	\$0.00	(\$354,838.72)	(\$18,388.28)		(\$427,020.03)
Grand Totals									
EXPENSE TOTALS	373,227.00	.00	373,227.00	12.37	.00	354,838.72	18,388.28	95%	427,020.03
Grand Totals	(\$373,227.00)	\$0.00	(\$373,227.00)	(\$12.37)	\$0.00	(\$354,838.72)	(\$18,388.28)		(\$427,020.03)

Run by Mark Abeles-Allison on 01/13/2023 02:35:15 PM Page 1 of 1

Item 10. Library reports

**Minutes of the:**  
**Bayfield County Library Committee Meeting**  
**August 17<sup>th</sup>, 2022 5:00 p.m.**  
**Meeting Held**  
**Remotely Via Teams**

**Members Present:** Charly Ray, John Rautio, Jim Crandall, Mary Lynch, Karen Jelinek, Diane Posner, Laurie St. Aubin-Whelihan, Connie Cogger, Darrell Pendergrass, Teresa Weber, Jacqueline Pooler, Addie Arens, Kristine Lendved, Jared Blanche

**Members Excused:** Sherry Machones, Cassie Fleming

**Other Members Present:** Mark Abeles-Allison-County Administrator, Kim Mattson-Bayfield County Accountant, Paige Terry-Clerk III

**Items 1 & 2: Call to Order and Introductions:**

The meeting of the Bayfield County Library Committee was called to order at **5:01 p.m.** by Jelinek.

Introductions of members were made.

**Item 3: Public Comment:** None.

**Item 4: Motion Regarding the Minutes of the January 20, 2022 Bayfield County Library Committee Meeting:**

Jelinek asked for clarification from Terry in the minutes and stated that there may be a typographical error. A sentence in the third paragraph on the third page reads, “On behalf of Sherry Machones, Rae commended Weber on the Bayfield Library’s strategic plan. on working to bring red cliff into NWLS network. Rae” and Jelinek asked if the middle sentence fragment should be deleted. Terry explained that the sentence fragment was a typo and should be deleted.

*Motion by Posner, seconded by Crandall to approve the minutes of the January 20, 2022, Library Committee Meeting with the recommended change to the third paragraph on the third page of the minutes to delete the sentence fragment “on working to bring red cliff into NWLS network.” Motion carried.*

**Item 5: Guest Speaker, Professor Abigail Phillips, UW Milwaukee, School of Information and Library Science:**

Jelinek informed the committee that Professor Phillips was unable to attend the meeting.

**Item 6: Review 2022 BSL Library Reports:** Abeles-Allison listed the projects approved for 2022. Pooler reported that the Iron River library requested two new computers for 2022 to connect the library with the historical society next door and has received the computers but is waiting for the computers to be set up. Weber reported on behalf of the Bayfield Library and informed the committee that KBK installed three new air conditioners/furnace units. Weber continued, stating that two of the three older units had damage to them

and were pushing out carbon monoxide. Lendved informed the committee that Forest Lodge continues its efforts to fund the new library and recently heard from the Johnson Foundation regarding funding, but the funding is not enough to move forward with the project as quickly as preferred. Lendved stated that staff understands that the project's funding will be surrendered if the funds are not utilized in the next year.

**Item 7: Discussion and Possible Action on 2023 Building Strong Libraries (BSL) Projects Submittals:**

Pooler explained that the Iron River Library is looking to acquire three wall-mounted activity panels that are designed for children in early stages of mental development or those that are on the spectrum. Arens stated that the Drummond Library is looking to improve their outdoor seating area and that the Town has a project set aside for the year to spray and clean off the patio's concrete area. Weber reported that the Bayfield Library is looking to replace the existing blinds in the library with new, insulated blinds that would all match and would assist with the energy efficiency of the new furnace/ac units. Lendved stated that this year's request is similar to the previous year as the Forest Lodge Library is requesting funds not being distributed to other libraries to assist with the library expansion project. Pendergrass reviewed the process for determining the amount of available BSL funds and stated that \$58,643 in funds are available for BSL funding for 2023 and explained how the BSL grant funding is determined. \$58,643 available for grant funding with a total of \$196,142 available for library funding.

*Motion by Crandall, seconded by Rautio to approve the funding requests with the following allocations: \$2,625 to the Evelyn Goldberg Briggs (Iron River) Library for three wall-mounted activity panels; \$4,854 to the Bayfield Carnegie Library for new insulated blinds; \$2,850 to the Drummond Public Library to improve and renovate the outdoor seating area; and \$48,314 to the Forest Lodge Library to assist with building a new library. Motion carried.*

**Item 8: Discussion and Possible Action on Bayfield County Library Funding Plan for 2023:**

Pendergrass and Abeles-Allison reviewed the proposed funding numbers with the committee. The final proposed funding amounts are as follows:

- Bayfield Carnegie Library - \$89,528.47
- Forest Lodge Library (Cable/Namakagon) - \$7,932.15
- Drummond Public Library - \$15,441.37
- Evelyn Goldberg Briggs (Iron River) - \$27,158.72
- Washburn Public Library - \$56,081.05

*Motion by Jelinek, seconded by Cogger to approve the Bayfield County Library Funding Plan for 2023 as presented. Motion carried.*

**Item 9: Next Meeting Date:** Wednesday, January 18, 2023 at 5:00 PM

**Item 10: Library Reports:**

Weber reported that the Bayfield Library will be having a new brick commons that will be starting outside as a new community area. The summer reading program is currently winding down and all is well with the library.

Lendved reported that the Forest Lodge Library held their annual Novel Affair Celebration and had a great turnout. There are few kids around the area, so the library held an all-ages summer reading program. The

library was down a staff member most of the summer but numbers at the library have continued to increase with new library cards being given out every day.

Arens reported that the Drummond Library installed new shelving in the children's area back in April. Throughout the summer, the library held movies on the lawn events that went well with an average of 30 patrons per showing. Arens stated that the library is looking to hold a garden party to break in the new seating area once it is complete. The library's summer reading program did not go very well and experienced a quiet start to the year, but numbers are starting to increase.

Pooler reported the Iron River Library is currently wrapping up its summer reading program and the number of participating adults and young adults has stayed steady for the past 3 years with the number of participating children doubling over the past 2 years. The final event of the summer that will be held by the library is the Zoo Mobile. Pooler stated that the library has noticed an increase in foot traffic particularly in the morning.

Blanche reported that the Red Cliff Library has grown from four staff members to seven and has been able to hold many events over the summer which includes a variety of workshops and the school supplies giveaway. The library serves over 200 kids per year during the school supplies giveaway. Blanche explained that he met with the NWLS earlier in the week and the library is currently in the middle of cataloguing their materials to be entered into the service.

Pendergrass reported that the Washburn Library hosted the Truly Remarkable Loon to put on a juggling show and had excellent attendance. The library is in the process of replacing their elevator. Pendergrass explained that a lot of the ADA accessibility projects that have been taken on by the library were able to be completed thanks to the BSL funds.

Abeles-Allison asked Blanche if Red Cliff is working towards becoming a certified library. Blanche replied that the library is moving forward towards that goal, and he has signed up for his final fall class for his library director certification.

Jelinek informed the committee that this would likely be her last meeting and she has appreciated working with everyone.

### **Item 11: Adjournment:**

There being no further business to discuss, Jelinek adjourned the meeting at **5:43 p.m.**

Respectfully Submitted,

**PAIGE A. TERRY**, *Clerk III, Bayfield County Administrator's & Clerk's Offices*

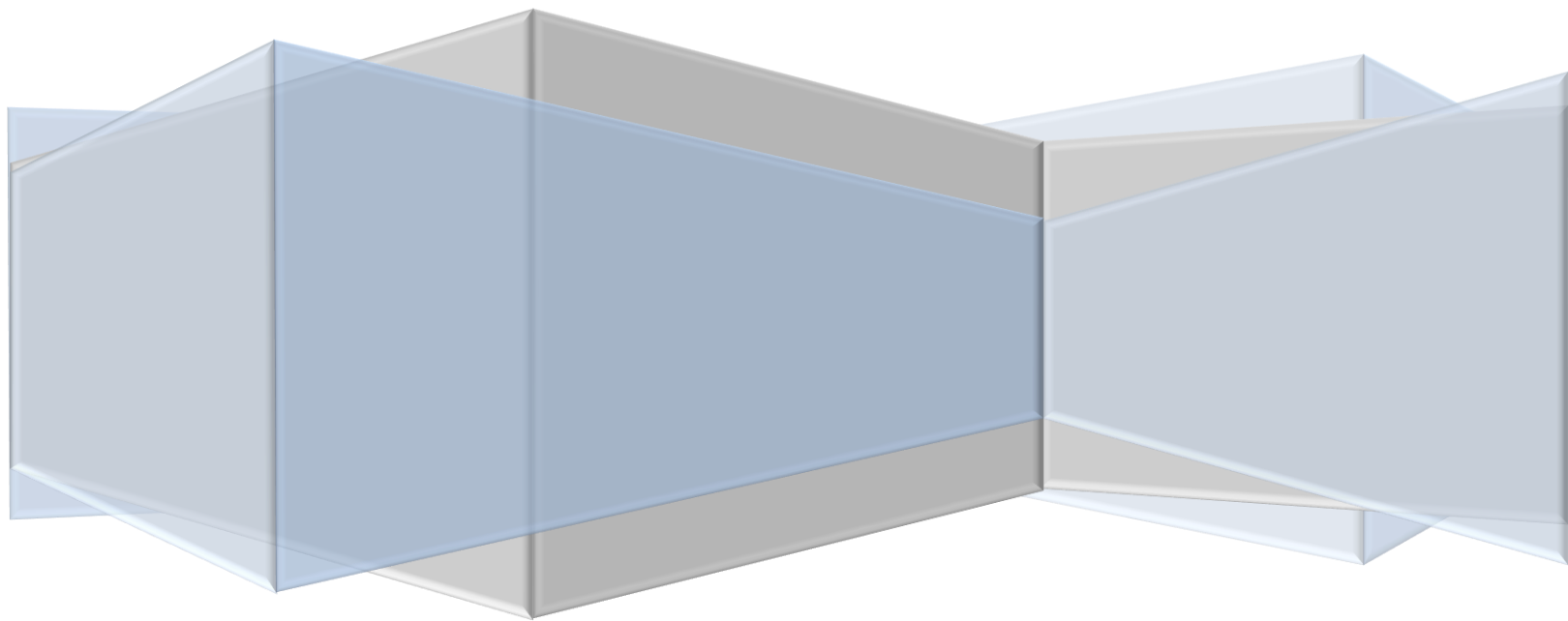
On behalf of Bayfield County Library Committee

PAT

cc: Ashland Daily Press, via e-mail

# Bayfield County

Building Strong Libraries (BSL) Program  
2024





The Bayfield County Library Committee recommends the continuation of the Building Strong Libraries (BSL) program.

This program recognizes that accredited libraries in Bayfield County need capital/infrastructure development assistance. The goal of this program is to cost share library building and other capital expense improvements to ensure the long term viability of libraries within Bayfield County.

### **Program Guidelines:**

1. **BSL Purpose:** Program funding will be used for **capital expenses** as defined by the Department of Public Instruction as listed below:

- a) Site acquisition;
- b) New buildings;
- c) Additions to or renovation of library buildings;
- d) Furnishings, equipment, and initial collection (print, non-print and electronic) for new buildings, building additions, or building renovations;
- e) Computer hardware and software used to support library operations to link networks or to run information products;
- f) Foundational purchases to initiate a category of programs/services not currently offered by a library;
- g) Purchases of fixtures or equipment for library grounds that augment the patron's library experience;
- h) One-time major requests approved by the Library Committee.
- i) Heating Ventilation Air Conditioning System Acquisition

\* *Vehicle purchases are excluded from this program.*

2. **Guidelines:**

- a) **Recommendations** - The Bayfield County Library Committee will review projects and make recommendations to the County Executive Committee and the County Board for funded projects the following year.
- b) **Funding** - will be limited to the difference between 100% library funding and that currently distributed to county libraries.

- c) All projects require a local contribution of at least 25% of the project cost/request. Project submittal and local contribution share need local library board authorization prior to submittal.
- d) To be eligible to participate, municipalities must have provided no less than the prior year operating expenses in the current year.
- e) Projects shall be completed in the next calendar year *unless* otherwise approved by the County Library Committee;
- f) County funding shall be provided **after** the local contribution is **completed** and authorization from the local library board is made to make payment;
- g) County funding is limited to the approved amount regardless of actual project cost, cost overruns, change orders, etc.; *and*
- h) All projects funded will provide a brief, 1 page, project summary upon completion with photograph.

3. **Project Ranking** - Project approval will be based on the following criteria:

- a) Demonstration that the project is part of a long-term plan for the library;
- b) Demonstration that County user needs will be addressed with the project;
- c) Local contribution level;
- d) How projects address community and county goals;
- e) Annual goals of the Library Committee; *and*
- f) Community support for the project.

4. **Calendar:**

- a) Thursday, January 18<sup>th</sup>, 2023: Priorities for 2024 set.
- b) May 31, 2023 County determines amount of funding available and sends out request for proposals to the Bayfield County libraries;

- c) Friday, July 28<sup>th</sup>, 2022: DUE DATE for completed project proposals to be submitted to the County.
- c) Thursday, August 17<sup>th</sup>, 2023: 5pm. Committee reviews and recommends 2023 projects to fund to County Board.
- e) End of October, Early November: Bayfield County Board acts on budget for next calendar year.
- f) November 2023, Bayfield County notifies libraries of funding.

**5. Each application shall be submitted with the following information**

- a) Description of project including how the project addresses goals of county program;
- b) Who will be overseeing the project?
- c) List the timelines for the project.
- d) Describe the project budget and what will be accomplished.
- e) What is the local share and how will this be paid?
- f) Application submittal requires action by the local Library Board committing funds;
- g) Application submittal requires action by the local library board committing funds.