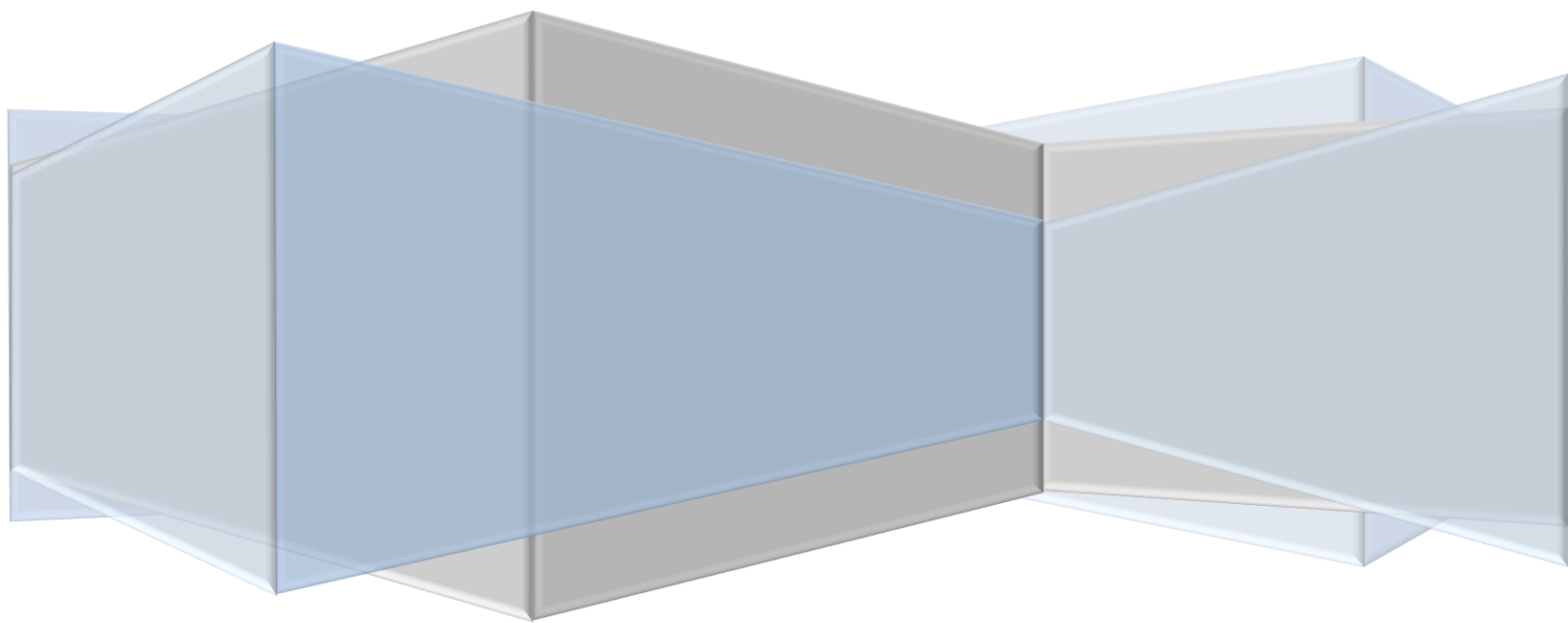


# Bayfield County

Building Strong Libraries (BSL) Program  
2021



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.

*\* New 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 expended 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 23<sup>th</sup>, 2020: Priorities for 2021 set.
- b) May 31, 2020 County determines amount of funding available and sends out request for proposals to the Bayfield County libraries;

- c) Thursday, July 30th: DUE DATE for completed project proposals are submitted to the County.
- c) Thursday, August 20<sup>th</sup>, 2020: 3pm. Committee reviews and recommends 2021 projects to fund to County Board.
- e) End of October, Early November: Bayfield County Board acts on budget for next calendar year.
- f) November 2020, 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.