Bayfield County Library Committee
Bayfield County Courthouse
117 East 5th Street, Washburn, WI 54891

County Board Representatives:
Charly Ray   Jeremy Oswald   Jim Crandall

Bayfield County Library Representatives:
Mary Lynch, Bayfield; Karen Jelinek, Drummond; (vacant), Washburn; Laurie St. Aubin-Whelihan Cable/Namakagon; Cassie Fleming, Iron River; Connie Cogger, Northern Waters Library Service

Bayfield County Librarians:
Darrell Pendergrass, Blair Nelson, Jacqueline Pooler, Addie Arens,
Kristine Lendved, Jared Blanche

August 20, 2020
Dear Library Committee Members,

This letter is written to inform you of the Bayfield County Library Committee Meeting is scheduled for 4:00pm Thursday, August 20, 2020. This will be a REMOTE only meeting. 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.

Join Microsoft Teams Meeting
+1 715-318-2087 United States, Eau Claire (Toll)
Conference ID: 207 702 015#

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. Review of the Bayfield County Library Committee Ordinance and Library Plan
4. Election of Chair and Vice Chair
5. Public Comment (limited to three minutes).
6. Motion regarding the Minutes of the January 23rd, 2020 Bayfield County Library Committee Meeting
7. Discussion and Possible Action, City of Bayfield BSL Library Deferral Request for 2020.
8. Review 2019/2020 Building Strong Library (BSL) Project Status
9. Discussion and possible action on 2021 BSL Project Submittals and recommendations to the Bayfield County Board

10. Library Updates
    a. County Libraries
    b. Northern Waters

11. Next Meeting Date: Thursday, January 21, 2021

Respectfully,

MARK ABELES-ALLISON, Bayfield County Administrator
On behalf of Bayfield County Library Committee
MAA/alr
cc: Ashland Daily Press, via e-mail
Item 2: We have several new members. Mary Lynch in Bayfield, Cassie Fleming in Iron River and a yet to be appointed member in Washburn.

Item 3: The Bayfield County Library Committee is governed by county ordinance below.

Sec. 2-3-11 Library Committee.

(a) Composition. The Library Committee shall be comprised of three (3) County Board Supervisors, one representative from each public library within Bayfield County, and one representative from the Northern Waters Library Service, all appointed by the County Board Chairperson.

(b) Duties. The Library Committee shall review, consider and make recommendations with respect to the County’s role in maintaining and improving public library systems and services within Bayfield County.

For new and existing members, a copy of the Bayfield County Library Plan is attached. This is reviewed and updated every three years we are good now until 2021 but it is appropriate to begin review.

Item 4: Election of a new chair and vice chair amongst committee members.

Item 5. Public Comment, limited to 3 minutes

Item 7: The City of Bayfield Library may request deferral of a portion of their funding until 2021 as they may be unable to complete their project in 2020.

Item 8. The Building Strong Libraries Program manual is attached. We will hear reports of the 2020 BSL Projects. The 2020 Projects include:
Item 9. For 2021 we have received four applications listed below, supporting materials summarizing the requests are in the packet.

<table>
<thead>
<tr>
<th>LIBRARY</th>
<th>TOTAL</th>
<th>LOCAL</th>
<th>COUNTY</th>
<th>PROJECT DESCRIPTION</th>
<th>% share</th>
</tr>
</thead>
<tbody>
<tr>
<td>Evelyn Goldberg Briggs, Iron River</td>
<td>$ 7,592</td>
<td>$ 1,898</td>
<td>$ 5,694</td>
<td>2 Automatic door openers</td>
<td>25%</td>
</tr>
<tr>
<td>Bayfield Carnegie Library</td>
<td>$ 50,000</td>
<td>$ 12,500</td>
<td>$ 37,500</td>
<td>Pillars/Blinds/Shelving</td>
<td>25%</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>$ 57,592</strong></td>
<td><strong>$ 14,398</strong></td>
<td><strong>$ 43,194</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

A total of $69,477 is requested for 2021. We have $56,906 available; this represents a shortfall of $12,570.

We have several options.

1. We could pro-rate all requests.
2. We could increase match for this year to 50% (this still results in a shortfall of $8,381).
3. We could prioritize projects based on those that best meet the purpose of the program (capital projects).
4. Other

Supporting Materials are in the packet, here are how projects are to be ranked:

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.

Item 10. Library Reports

Bayfield County
Plan of Library Service

January, 2018-2021
Bayfield County Plan of Library Service

**Mission** *(What is the Library Committee’s primary purpose?)*

To review, consider and make recommendations with respect to the County’s role in maintaining and improving public library services within Bayfield County.

**Vision** *(What does the Library Committee aspire for the future?)*

To promote fairly and adequately funded libraries, which provide equitable access to library services for all residents of Bayfield County through the cooperative efforts of involved units of government.

**Background and Funding**

Historically, Bayfield County has been supportive of its libraries. In order to help the libraries fulfill their mission of providing quality library service to all county residents and visitors, long-range planning for library services was begun in the fall of 1990. The result of this planning process was a sequence of long-range plans for library services in Bayfield County. The first of these was adopted in 1991.

Since 1992, Bayfield County has provided funding support to the Bayfield Carnegie Library, the Forest Lodge Library (Cable/Namakagon), the Drummond Public Library, and the Washburn Public Library. Since 2001, the County has provided funding support to the Evelyn Goldberg Briggs Memorial Library (Iron River). The county also provides annual funding to Northern Waters Library Service (NWLS). County support has contributed to the growth of Bayfield County libraries. Municipal library expenditures have grown and circulation figures have generally increased.

In 1997, Wisconsin Act 150 established the county’s statutory responsibility to provide funding for library services for its residents living in municipalities without libraries. Beginning on January 1, 2001, counties were required to annually reimburse public libraries at least 70 percent of their cost of serving county residents who live outside the library’s municipality and have no municipal library of their own. In 2006, Wisconsin Act 420 extended the county’s statutory responsibility to provide funding to libraries in adjacent counties.

The following table shows the growth in Bayfield County funding provided to libraries between 1999 and 2017.
### Table 1

**Bayfield County Funding to Libraries in 1999 and 2017**

<table>
<thead>
<tr>
<th>Library</th>
<th>1999</th>
<th>2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bayfield Carnegie Library</td>
<td>$19,566</td>
<td>$77,411</td>
</tr>
<tr>
<td>Drummond Public Library</td>
<td>$3,046</td>
<td>$18,378</td>
</tr>
<tr>
<td>Forest Lodge Library (Cable/Nama)</td>
<td>$10,483</td>
<td>$6,679</td>
</tr>
<tr>
<td>Evelyn Goldberg Briggs (Iron River)</td>
<td>Established in 2000</td>
<td>$31,849</td>
</tr>
<tr>
<td>Washburn Public Library</td>
<td>$18,767</td>
<td>$53,270</td>
</tr>
<tr>
<td>Mazinaigan Waakaaigan (Red Cliff)*</td>
<td>$3,000</td>
<td></td>
</tr>
<tr>
<td>Northern Waters Library Service</td>
<td>$32,425</td>
<td>$36,475</td>
</tr>
<tr>
<td>Total</td>
<td>$87,287</td>
<td>224,062</td>
</tr>
</tbody>
</table>

* Mazinaigan Waakaaigan (Red Cliff) Ceased its Operation in 2010.

### Table 2

**Bayfield County Libraries, 2001-2016**

<table>
<thead>
<tr>
<th>Library</th>
<th>Circulation 2001</th>
<th>Circulation 2016</th>
<th>% Change</th>
<th>Hours 2001</th>
<th>Hours 2016</th>
<th>% Change</th>
<th>Operational Expenditures 2001</th>
<th>Operational Expenditures 2016</th>
<th>% Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bayfield</td>
<td>22,591</td>
<td>33,902</td>
<td>50%</td>
<td>36</td>
<td>44</td>
<td>22%</td>
<td>$72,569</td>
<td>$171,136</td>
<td>98%</td>
</tr>
<tr>
<td>Cable</td>
<td>6,705</td>
<td>18,322</td>
<td>273%</td>
<td>29</td>
<td>44.25</td>
<td>53%</td>
<td>$28,669</td>
<td>$108,719</td>
<td>189%</td>
</tr>
<tr>
<td>Drummond</td>
<td>8,388</td>
<td>6432</td>
<td>-24%</td>
<td>25</td>
<td>33</td>
<td>32%</td>
<td>$38,706</td>
<td>$53,944</td>
<td>60%</td>
</tr>
<tr>
<td>Iron River*</td>
<td>1,131</td>
<td>45,807</td>
<td>4050%</td>
<td>20.5</td>
<td>44</td>
<td>115%</td>
<td>$33,456</td>
<td>$103,124</td>
<td>221%</td>
</tr>
<tr>
<td>Mazinaigan Waakaaigan (Red Cliff)</td>
<td>3,817</td>
<td>33.75</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$3,000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Washburn</td>
<td>32,786</td>
<td>43,493</td>
<td>132%</td>
<td>45</td>
<td>52</td>
<td>16%</td>
<td>$118,742</td>
<td>$173,845</td>
<td>45%</td>
</tr>
</tbody>
</table>

*The Iron River Library opened its doors December 1, 2001** Mazinaigan Waakaaigan (Red Cliff) Ceased its Operation in 2010.
<table>
<thead>
<tr>
<th>Bayfield County Libraries, 2001-2016</th>
<th>2001</th>
<th>2016</th>
<th>% Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registered Borrowers</td>
<td>6,678</td>
<td>7,713</td>
<td>15%</td>
</tr>
<tr>
<td>Circulation</td>
<td>75,418</td>
<td>147,746</td>
<td>158%</td>
</tr>
<tr>
<td>Collection</td>
<td>70,196</td>
<td>85,202</td>
<td>21%</td>
</tr>
<tr>
<td>Reference Questions</td>
<td>7,748</td>
<td>6,647</td>
<td>-14%</td>
</tr>
<tr>
<td>Items Loaned to Other Libraries</td>
<td>1,890</td>
<td>34,332</td>
<td>1717%</td>
</tr>
<tr>
<td>Items Received from Other Libraries</td>
<td>2,750</td>
<td>31,848</td>
<td>1058%</td>
</tr>
<tr>
<td>Number of Visits</td>
<td>107,276</td>
<td>39,222</td>
<td>-63%</td>
</tr>
<tr>
<td>Number of Programs</td>
<td>304</td>
<td>179</td>
<td>-41%</td>
</tr>
<tr>
<td>Attendance at Programs</td>
<td>9,747</td>
<td>3,398</td>
<td>-65%</td>
</tr>
<tr>
<td>Number of Public Use Computers</td>
<td>25</td>
<td>32</td>
<td>28%</td>
</tr>
<tr>
<td>Items Available through Merlin</td>
<td>575,522</td>
<td>1,062,180</td>
<td>85%</td>
</tr>
</tbody>
</table>

**Current Library Services to Bayfield County Residents**

The libraries in Bayfield County include the Bayfield Carnegie Library, the Drummond Public Library, Forest Lodge Library (Cable/Namakagon), the Washburn Public Library, and the Evelyn Goldberg Briggs Memorial Library (Iron River). All of the libraries in the County are members of the NWLS. Along with the public libraries, NWLS provides library services to individuals throughout Bayfield County by way of their Mail-A-Book program.

Some of the basic services provided by libraries in Bayfield County includes the circulation of books, magazines, audiobooks and DVDs including films, documentaries and television series in various formats. Libraries also provide: digital content via the Wisconsin Public Library Consortium; public computer access, reference assistance, public programs for patrons of all ages, home-schooling resources, school visits, summer reading programs and public meeting spaces. All Bayfield County libraries provide no-cost wireless Internet access, a service that is appreciated and utilized by area visitors and residents. Access to the following databases is offered through the Northern Waters Library Service website at: [http://nwls.wislib.org/](http://nwls.wislib.org/)

- **Ancestry Library Edition** is a library genealogy research tool. Access is limited to in-library use at any Bayfield County library. It includes: records from the United States Census; military records; court, land and probate records; vital and church records; directories; passenger lists and more! Will be discontinued, April 1, 2018.

- **BadgerLink**: Users can access over 20,000 periodical titles and over 1,500 newspapers (including Wisconsin newspapers), business, medical, education sources, and many other specialized resources not available through regular Internet search engines.
• **Learning Express Library** is a Learning Center for all ages. Educational skill-building courses are available for elementary students, high school students, college preparation, college students, and adults. Career development resources cover occupation practice tests, U.S. Citizenship preparation, computer skills courses, job searching, resumes, and interviewing. A library card is not required for setting up a “My Center” account at the library for your selected learning courses. When setting up an account from home, a library card number is required. Go to “New Users” and use your barcode as the username and a password of your choice. Select Northern Waters Library Service as your library.

• **Merlin Online Catalog** is the shared catalog of NWLS member libraries. With a library card patrons can directly request, renew, and check the status of their requests for books and other materials.

• **OverDrive/Libby** offers audiobook and e-book titles that can be downloaded directly to a computer or a device such as a phone or tablet. A featured list of titles is available in the Merlin Catalog, and the titles can be searched in the Merlin Catalog by visiting the Wisconsin Digital Library or downloading the Libby app. A valid Merlin Library Card is required to check out titles or place holds and access is limited to Wisconsin residents or property holders.

• **SHARE-IT** is the catalog of Wisconsin library collections that can be browsed. Patrons from the NWLS area can search WISCAT when items are not found in the Merlin catalog. Contact a librarian to request items from WISCAT.

• **WorldCat** is a worldwide catalog of library collections. It includes more than 67 million bibliographic records with items in many different formats. Patrons can access this database at any NWLS library or at home. For access at home use the authorization 100-296-063 and the password nwls. Patrons can access this database at any library or at home with a user-friendly search page at [http://www.worldcat.org/](http://www.worldcat.org/)

• Other databases available to patrons through the Northern Waters Library Service website include: health resources digital learning resources and workforce development resources. ([http://nwls.wislib.org/index.php/for-patrons/electronic-resources](http://nwls.wislib.org/index.php/for-patrons/electronic-resources))

All Bayfield County libraries are members of the Merlin Consortium, a group of 29 NWLS libraries sharing an online library catalog. Member libraries are able to reserve materials directly from a shared database. NWLS automation staff operates the shared system and provides support service to the member libraries. With a library card patrons can directly request, renew, and check the status of items either checked out or on hold.

Bayfield County’s libraries provide residents and visitors the opportunity to access the internet via their own device or the library’s public access computers, check out library materials, peruse newspapers and magazines and get reference assistance. Bayfield County libraries very much function as adjuncts to local Chambers of Commerce and Visitor’s Centers and provide essential support to the area’s tourism industry.

Governance structure differs among the five libraries in Bayfield County. The mayors of Bayfield and Washburn make appointments to the Bayfield and Washburn library boards. Forest Lodge Library in Cable is a joint library between by the township of Cable and Namakagon and appointments to the library board are made by the
respective townships. The town chairmen of Drummond and Iron River make appointments to their respective library boards.

Two Bayfield County residents hold positions on the NWLS Board of Trustees. The county board chairman appoints members to the NWLS Board of Trustees as terms expire.

Table 4

<table>
<thead>
<tr>
<th>Library</th>
<th>Board Size</th>
<th>Type</th>
<th>Appointed By</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bayfield Carnegie Library</td>
<td>7</td>
<td>Municipal</td>
<td>Mayor</td>
</tr>
<tr>
<td>Drummond Public Library</td>
<td>5</td>
<td>Municipal</td>
<td>Town Chair</td>
</tr>
<tr>
<td>Forest Lodge Library (Cable/Namakagon)</td>
<td>7</td>
<td>Joint</td>
<td>Town Chair</td>
</tr>
<tr>
<td>Evelyn Goldberg Briggs (Iron River)</td>
<td>8</td>
<td>Municipal</td>
<td>Town Chair</td>
</tr>
<tr>
<td>Washburn Public Library</td>
<td>7</td>
<td>Municipal</td>
<td>City Mayor</td>
</tr>
<tr>
<td>Northern Waters Library Service</td>
<td>19</td>
<td>Federated Library System</td>
<td>County Board of Supervisors of 8 participating counties</td>
</tr>
</tbody>
</table>

*The Iron River Library opened its doors December 1, 2001

** Mazinaigan Waakaigan (Red Cliff) Ceased its Operation in 2010.

Statistical Reporting Requirements for Libraries

In accordance with Wisconsin Statutes, all Bayfield County libraries collect data for establishing Act 150 and Act 420 use statistics for the required county reimbursements. The libraries will use data generated by the shared automated system to develop annual reports to establish Act 150 and Act 420 use statistics. Circulation of materials constitutes use. "Materials" are defined as books, magazines, dvds or other physical items circulated by a library. When a patron checks out materials, the number of items and the municipality of that person are recorded. Program attendance, Internet use, reference assistance and general library use are not included in determining library usage statistics.

Any library eligible for reimbursement from Bayfield County under Wisconsin Act 150 and Act 420 shall provide to the county clerk, by July 1, the following statistics for the previous year: (1) the total number of items circulated to all patrons (total circulation); (2) the number of items circulated to county residents who do not reside in the library’s municipality and are not served by their own municipal library (non-resident circulation); and (3) the total annual operating budget of the library, exclusive of federal funds and capital expenditures.

Collected prior-year statistics are used to calculate the following year’s appropriation and reimbursement requests must be filed by July 1 of any year for the subsequent year. For example, 2016 statistics provided by July 1, 2017 are used to calculate the
appropriation to be paid to libraries in 2018. Tables 5, 6 and 7 show circulation and budget statistics, reimbursable circulation, and cost per circulation.

Table 5

<table>
<thead>
<tr>
<th>Library</th>
<th>Total Circ</th>
<th>Non-resident Circ</th>
<th>Operating Budget</th>
<th>Cost per Circ</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bayfield Carnegie Library</td>
<td>33,902</td>
<td>22,513</td>
<td>$171,136</td>
<td>$5.02</td>
</tr>
<tr>
<td>Drummond Public Library</td>
<td>6,432</td>
<td>2,089</td>
<td>$53,944</td>
<td>$8.38</td>
</tr>
<tr>
<td>Evelyn Goldberg Briggs Library</td>
<td>45,607</td>
<td>15,896</td>
<td>$103,124</td>
<td>$2.26</td>
</tr>
<tr>
<td>Forest Lodge Library</td>
<td>18,322</td>
<td>1,304</td>
<td>$108,719</td>
<td>$5.93</td>
</tr>
<tr>
<td>Washburn Public Library</td>
<td>43,493</td>
<td>17,516</td>
<td>$173,845</td>
<td>$3.96</td>
</tr>
</tbody>
</table>

*The Iron River Library opened its doors December 1, 2001*

Table 6

<table>
<thead>
<tr>
<th>Library</th>
<th>2005</th>
<th>2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bayfield Carnegie Library</td>
<td>18,241</td>
<td>22,513</td>
</tr>
<tr>
<td>Drummond Public Library</td>
<td>4,175</td>
<td>2,089</td>
</tr>
<tr>
<td>Evelyn Goldberg Briggs Library</td>
<td>10,797</td>
<td>15,896</td>
</tr>
<tr>
<td>Forest Lodge Library</td>
<td>1,113</td>
<td>1,304</td>
</tr>
<tr>
<td>Mazinaigan Waakaaigan (Red Cliff)</td>
<td>432</td>
<td></td>
</tr>
<tr>
<td>Washburn Public Library</td>
<td>18,537</td>
<td>17,516</td>
</tr>
<tr>
<td>Total</td>
<td>53,295</td>
<td>59,318</td>
</tr>
</tbody>
</table>

*The Iron River Library opened its doors December 1, 2001
** Mazinaigan Waakaaigan (Red Cliff) Ceased its Operation in 2010.

Table 7

<table>
<thead>
<tr>
<th>Library</th>
<th>2005</th>
<th>2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bayfield Carnegie Library</td>
<td>$2.84</td>
<td>$5.02</td>
</tr>
<tr>
<td>Drummond Public Library</td>
<td>$4.68</td>
<td>$8.38</td>
</tr>
</tbody>
</table>
### Bayfield Carnegie Library

In 1857, one room was set-aside in the newly established City of Bayfield as a Free Reading Room: a library, a commitment to knowledge and the free exchange of information. Bayfield has maintained that commitment for the past 144 years through various changes of fortune affecting the city and the library.

The one room library expanded to two rooms in the prosperous lumbering days of the late 1800s and remained there until 1903 when on February 5th the Bayfield Library Board received a letter from Mr. Andrew Carnegie offering $10,000 to build a new library. The Board purchased the current site from the Dalrymaple estate for $650. Henry Wildhazen, architect, designed the building and Dan Egan, contractor supervised the construction.

The community of Bayfield and the library were thriving during the early 1900s; however, by the 1930s fortunes had turned. The library had to close its doors in 1943. According to the Wisconsin Historical Society, the library had “deteriorated further than any library in the state.” In the spring of 1943 the Junior Civic League voted to make the reopening of the library its number one priority. They organized the annual Library Benefit Carnival at the Lakeside Pavilion and through hard work and many bake sales, the library reopened.

By the 1970s, economic growth was again apparent, as tourism became a vital industry for Bayfield. The city reinstated the library budget, a librarian was hired and a new interest was brought to the library. The library became a member of the Northern Waters Library Service and is now one of 29 libraries in northwestern Wisconsin served by the system.

During 1994, the library board working closely with staff developed a long-range plan for the library. Its focus was the next five to six years. An ambitious program of physical development and service improvements was undertaken with amazing results.
**Lower Level Expansion:** This expansion was done to meet the needs of patrons for a larger collection and more services. Needs for handicapped accessibility and parking would also be addressed. Jill Lorenz was hired as the architect and Wayne Nasi Construction received the building contract. The renovation included a kitchen, elevator, new restrooms, new heating system, added entryway on Washington Avenue and large meeting room, and expanded children’s section. The project was completed at a total cost of $225,000 in the fall of 1998.

In 1997, the Bayfield public school received an innovative grant to construct and implement a community-wide Internet network called “the Lighthouse Project.” This was the library’s official entry into the worldwide web. During the summer of 1997 the library added four computer workstations for patron access to the Internet. In 1998, in cooperation with the Bayfield School the library began a successful after school program. Homework help, book discussions, art activities and daily snacks are now important aspects of expanded use of the library.

The library has significantly expanded its services for the new millennium, complimenting the more traditional aspects of library use, including continued availability of the latest best sellers and “Carnegie Kids” story time. With the addition of the meeting room and kitchen space, Internet access and expanded staff time, the library is more than ever a community center for Bayfield and the surrounding townships.

In 2015 a new five-year strategic plan was created. Copies are available at the Bayfield Carnegie Library as well as through the library’s web site. One of the main components of the plan is an endowment fund for the library. The goal of the fund is to reach $100,000. As of the start of 2018, the fund is at $66,000, over half-way to the main goal. Five other sub-goals for the library going forward are listed in the 2015-2020 Strategic Plan.

The Bayfield Carnegie Library has over 16,000 items in print form, an impressive movie and audiobook collection. The conference room was outfitted to show films using a digital projector. The projector is capable of playing Blu-ray quality as well as 3D films, complete with surround sound—and popcorn. Movie nights are throughout the year. The library has a book club, writer’s group, story hour and special programs throughout the year. The winter lecture series is also quite popular with the community. Information about the library happenings can be found in the quarterly library newsletter, which was launched in 2016. The newsletter is available in both print and electronic form. The library has two fundraisers each year: the book sale over Apple Fest and a Thrift Sale in the spring.

The library is primarily funded by the City of Bayfield and Bayfield County.

**Drummond Public Library**

The Drummond Public Library was started in 1923 by the ladies of the Thursday Club, with donated books, many from the Owen Family of the Rust Owen Lumber Company. The library was housed in the bank building, then later in the Civic Center. In the early 1970s a prefabricated two room building was built for the library. In 1975 an
addition was built on the back of the library to house the historical museum. The museum documented the founding of the Town of Drummond as a company town, built by the Rust Owen Lumber Company.

In 2001 the Town of Drummond opened its new library on the site of the old company store. It was designed to replicate the store’s exterior appearance. The new library offered more space, more books, and a much-expanded collection in all areas. It also provided a public conference room available to groups needing space for meetings, projects, and other activities.

The Drummond Public Library has enhanced its collection in all areas, specializing in current adult fiction, newly released movies on DVD, and a wide variety of books on CD. They also have a vast array of conservation/outdoor/wildlife material for both children and adults that educate us about the environment that we live in. Many field guides are included in this collection.

The modern facility sits overlooking the Drummond Lake. The bay windows provide a beautiful view of the lake and its surroundings, which is especially brilliant in the autumn. There is a large open children’s area with picture books, puzzles, toys, puppets and a TV with a DVD and VHS player available for public use.

The historical museum is also still housed in the building along with the library. The displays and artifacts tell a story of a long ago logging industry that served as the foundation of many of the local towns.

**Forest Lodge Library, Cable**

*Where the Future resides in the Past...* The Forest Lodge Library, a joint library of the communities of Cable and Namakagon, was built and gifted to the community of Cable by Mary Livingston Griggs in 1925. Then called the *Cable Community House*, it was Mrs. Griggs’ intention that this facility would combine the functions of ladies reading room and community meeting space. The little log cabin was assembled from logs cut and milled off the Livingston Griggs’ family property, Forest Lodge, on Lake Namakagon. The interior was furnished with a stone fireplace and handmade light fixtures. Half-log bookshelves built into the cabin’s walls, as well as other original furniture and fixtures, are still in use today. Mrs. Griggs dedicated the *Cable Community House* in memory of her mother, Mary Steele Livingston. Mrs. Griggs’ daughter, Mary Griggs Burke, continued the family tradition of support of the library; personally and through the Foundation established in both their names. Later named the Forest Lodge Library, the building is now the oldest log cabin library in the state of Wisconsin. The building was placed on the National and State Register of Historic Places in the year 2000.

When the Cable Natural History Museum was established in 1968, the library and the Museum merged and operated under a single board, funded by the Mary Livingston Griggs and Mary Griggs Burke Foundation. In 1992, the library established its own Board of Trustees and became a fully functioning public library. In January of 2007 the Forest Lodge Library became a joint library of Cable and Namakagon.

The staff at the Forest Lodge Library work hard to fulfill the library’s Mission Statement. “The mission of the Forest Lodge Library is to enhance the quality of life for our community by providing open access to cultural, intellectual and informational resources and services that are delivered in a welcoming, convenient and responsive manner.” In addition to a carefully selected print, audio and film collection, the library
offers public access computers, 24-hour wireless internet service, monthly film screenings and Community Conversations as well as other programming that is both educational and entertaining.

The Forest Lodge Library is proud to maintain a tradition of friendliness and efficient and helpful service to its patrons and to the many out-of-town visitors who pass through its doors.

**Evelyn Goldberg Briggs Memorial Library, Iron River**

The Evelyn Goldberg Briggs Memorial Library opened its doors on December 1, 2001, two years after the Friends of the Library was formed to build and stock the library to replace the NWLS bookmobile, which had been discontinued. Private funding, a donated building from David Goldberg’s Easy Housing, and a USDA Rural Development grant enabled the library to open debt-free. Initially, the library was staffed entirely by volunteers and a .5 FTE Library Director for 20 open hours per week. Municipal and Bayfield County funding ensured that the library would meet its basic operating expenses. Circulating materials from the discontinued NWLS bookmobile, several grants, and donations enabled the library to feature several special collections:

- A multicultural collection of over 100 books, books on tape, and materials on crafts, food recipes and storytelling from around the world.
- A collection of the past 20 years of Caldecott and Newbery honor and medal winners.
- A collection of over 100 available for extended loans to family-based childcare providers.

The next five years showed tremendous growth in use and number of circulating materials. Items checked out nearly doubled from 13,820 in 2002 to over 27,000 in 2006. Issuance of library cards more than doubled from 596 in 2002 to 1,315 in 2006. Approximately 40% of those library cards issued and 40% of total circulation now come from Bayfield County residents that do not have a library in their municipality. As growth continues to outpace revenue streams, the library’s dedicated volunteers, active Friends of the Library organization, and forward-looking Board of Trustees, keep the library hustling, bustling, and thriving.

The forward-thinking mindset has continued with the current board of trustees. An idea for an addition was started in 2013, and has seen its culmination in the fall of 2017. The library moved into its newly enlarged and renovated building in January 2018.

**Washburn Public Library**

Patrons of the Washburn Public Library have immediate on-site access to nearly 17,000 books – fiction, non-fiction, children’s, and adult titles. The library also has well over a thousand music CDs: ranging from popular sounds to classical, instrumental, local, world, and alternative music. The library also owns more than two thousand DVDs, featuring popular and new releases, documentaries, and foreign films. Patrons have
access to nearly 12,000 e-books. The library also has a spacious seating area that offers patrons an opportunity to peruse nearly 50 current popular magazines purchased with budget monies and donations.

The Washburn Public Library offers the free use of three meeting rooms. The meeting rooms are used by the City of Washburn, Bayfield County government, Chequamegon Humane Association, Chequamegon Birders Association, Washburn Area Historical Society, quilting groups, Girl Scouts, Boy Scouts, and more.

The library also purchases materials to support our nursing home and assisted living delivery program. We deliver large-print books and audio books to shut-ins and the home-bound at no cost. Individuals can make requests, but typically staff choose items and stock the shelves at the nursing home and senior housing facilities within the community.

The Washburn Public Library was commissioned in 1904 through monies donated by Andrew Carnegie. Built in 1905 the library has been a brown-stone fixture in the city for well over 100 years. On the National Register of the Historic Places, the library still uses the original front desk, and many of the tables from that time period. Former librarian, May Greenwood was at one time the oldest working library in the county.

**Northern Waters Library Service**

Northern Waters Library Service (NWLS) is a joint library agency of Ashland, Bayfield, Burnett, Douglas, Iron, Sawyer, Vilas, and Washburn Counties. It is a federated public library system, which includes as members all 28 public libraries in the eight participating counties. Collectively NWLS and its member libraries provide public library service to the 155,000 residents of the eight-county area.

NWLS is established under the provisions of Chapter 43 of the Wisconsin Statutes, and receives state funding through the Wisconsin Department of Public Instruction. State statutes define the parameters and requirements under which the system must operate. Within these requirements, however, the system has considerable flexibility in determining how they will be implemented and in establishing priorities for services and funding.

NWLS began in 1959, with an agreement between Ashland, Bayfield, Iron, and Price Counties to provide bookmobile service to communities without a public library and rotating book collections to public libraries. At that time, the organization was known as Multi-County Library System. In 1962, Price County withdrew from the system and Douglas County joined. In 1965, Vilas County became a member, followed by Burnett County in 1966, Washburn County in 1967 and Sawyer County in 1969.

In 1972, the Wisconsin passed legislation that enabled counties to form public library systems. The goal of the new law was to give every Wisconsin resident access to public library service and to improve the quality of public libraries in the state. The Multi-County Library System became Northwest Wisconsin Library System; in 1989, the name again changed, this time to Northern Waters Library Service.

NWLS has changed dramatically since 1959. Bookmobile service and rotating book collections (later supplemented with rotating collections of non-print media) ended in 1999. In 2000, the Merlin shared automation system began and NWLS began to support Internet service to its member libraries. This change from direct service to patrons to service through member libraries and a related change in focus to technology-related services reflects changing expectations of society, one that is similar to other library systems in Wisconsin.
Services of Northern Waters include:

- Interlibrary loan and reference/referral service;
- Delivery service, which provides a quick, efficient and cost-effective method to move shared resources among libraries;
- Developing strategies to manage an information technology infrastructure that meets the demands on libraries in their role as providers of a range of public access computing services;
- Technology training, support and consultation;
- Workshops on topics relevant to the practice of sound librarianship;
- System-wide grants, written by NWLS staff, for program and service enhancements - totaling more than a million dollars in the past 20 years;
- Cash grants for developing local collections;

- Consulting services on a variety of topics including planning, policies, budgeting, grant writing, bookkeeping, collection development, services to special populations, children’s services, legal issues affecting libraries, hiring library staff, certification issues, web page design, cataloging and technology;
- A monthly electronic newsletter of library news and events;
- Completion of E-rate and TEACH forms for telecommunications discounts;
- Assistance with annual reports;
- Merlin database maintenance;
- Cooperative cataloging;
- Mail-A-Book Service. Mail-A-Book is a county-funded service for obtaining library materials for residents who live in areas without a local public library, or who cannot use a public library because of disability or travel limitation.

Public Library System Redesign

A statewide Public Library System Redesign (PLSR) Project is currently underway and is studying ways library systems in Wisconsin can increase effectiveness and efficiencies. While the outcome of that study is unknown, it is safe to say that resource sharing and collaboration will certainly continue to be key elements of regional library systems now and in the future. If statewide change in library system structure creates larger regionalized service areas, there is a potential that this scenario would result in a reduced ability of the library system to provide services to and for Bayfield County libraries. A change of this nature and magnitude
could drive the need to create and fund a county library service to provide services that are currently being provided by the existing regional library system. To avoid the need for an additional investment in county library services, it will be important to be engaged in the PLSR process.

**Goal:** Encourage the PLSR project to focus its efforts on making recommendations that result in improvements in library system effectiveness so that Bayfield County libraries benefit from increased services and a higher level of support.

- Objective: The regional library system staff will monitor the statewide PLSR project and provide feedback to PLSR expressing the need to provide a high level of county library services to avoid creating a need for an additional organization to handle county library responsibilities in the future.

- Objective: The regional library system staff will engage in the PLSR process to ensure that ideas for improvements are offered throughout the project.

- Objective: The regional library system staff will engage in the PSLR process to ensure that ideas that surface that are anticipated to be detrimental to Bayfield County libraries are communicated to stakeholders in a timeframe that offers the possibility for the county, the municipalities, and the libraries to take action to influence the outcome for the benefit of Bayfield County citizens.

- Objective: The regional library system will communicate, or request that member libraries communicate, the viability of Merlin during the PLSR process.

- Objective: Should the PLSR process change the regional library system’s ability to provide effective services for the county and libraries, as determined by the library system board or the member libraries, a county library planning committee will be convened to study and plan for county-level services to benefit the county and the libraries.

**Stakeholders.** *(Who are the Library Committee’s customers?)*
1. Libraries within Bayfield County;
2. Libraries in adjacent counties;
3. County property owners;
4. Northern Waters Library Service;
5. Municipal governments within Bayfield County and adjacent counties;
6. Area Visitors;
7. Patrons
8. Bayfield County Board of Supervisors;
9. Bayfield County departments.

**Top Priorities** *(What important issues does the Library Committee need to address?)*

1. Encourage 100% target funding for Bayfield County libraries between the BSL and County Appropriations.
2. Provide effective library service throughout the County despite the challenge of large county size.
3. Retention and attraction of professional library staff;
4. Maintain and improve library infrastructure;
5. Enhance partnership with Bayfield County by helping to communicate and support county’s top priorities, ie: job creation, business development, etc.

**Goals and Objectives** *(What does the Library Committee want to accomplish to address its top priorities, and how is it going to achieve its goals?)*

**Goal 1:** Bayfield County will provide equitable and adequate funding for libraries.

**Objective 1:** Offer 100% target funding for Bayfield County Libraries with through a combination of direct funding and access to grant opportunities, like BSL. New technology is an opportunity meeting a community demand and need.

**Objective 2:** Encourage Bayfield County to maintain a capital improvement fund (BSL) for library capital expenditures.

**Objective 3:** Encourage Bayfield County to support Wisconsin library service standards.

**Goal 2:** Educate public officials on the worth and cost of providing quality libraries in the County.

**Objective 1:** Publicize library services and programs via periodic social media, websites and email / letter contacts.

**Objective 2:** Encourage library users to contact public officials about the importance of libraries.

**Objective 3:** Develop a plan to assess the needs of County and municipal government departments for library services.
**Objective 4:** Encourage local library boards/staff to meet with local municipal officials.

**Objective 5:** Give an annual report to the Bayfield County Board of Supervisors or Executive Committee and Bayfield County Department Heads.

**Goal 3:** Provide equitable access to library services for all residents of Bayfield County.

**Objective 1:** Support access to library materials through the continuance of an interlibrary loan program.

**Objective 2:** Maintain a good relationship with other libraries in the Northern Waters Library Service.

**Objective 3:** Support the continuance of a library materials delivery service.

**Objective 4:** Encourage all libraries in Bayfield County to be known as a location for high speed internet access.

**Objective 5:** Encourage all libraries in the County to maintain Internet access for use by patrons, hardwire and wireless.

**Objective 6:** Encourage the continued provision of mail-a-book service.

**Goal 5:** Support the retention and attraction of professional library staff to serve library users in Bayfield County.

**Objective 1:** Encourage local library boards to provide adequate compensation and benefits to attract and retain qualified library staff.

**Objective 2:** Encourage local library boards to support continuing education and professional development opportunities for their library staff.

**Goal 6:** Public Library System Redesign

**INTRODUCTION:** A statewide Public Library System Redesign (PLSR) Project is currently underway and is studying ways library systems in Wisconsin can increase effectiveness and efficiencies. While the outcome of that study is unknown, it is safe to say that resource sharing and collaboration will certainly continue to be key elements of regional library systems now and in the future. If statewide change in library system structure creates larger regionalized service areas, there is a potential that this scenario would result in a reduced ability of the library system to provide services to and for Bayfield County libraries. A change of this nature and magnitude could drive the need to create and fund a county library service to provide services that are currently being provided by the existing regional library system. To avoid the need for an additional investment in county library services, it will be important to be engaged in the PLSR process.
**Goal 1**: Encourage the PLSR project to focus its efforts on making recommendations that result in improvements in library system effectiveness so that Bayfield County libraries benefit from increased services and a higher level of support.

Objective 1: The regional library system staff will monitor the statewide PLSR project and provide feedback to PLSR expressing the need to provide a high level of county library services to avoid creating a need for an additional organization to handle county library responsibilities in the future.

Objective 2: The regional library system staff will engage in the PLSR process to ensure that ideas for improvements are offered throughout the project.

Objective 3: The regional library system staff will engage in the PSLR process to ensure that ideas that surface that are anticipated to be detrimental to Bayfield County libraries are communicated to stakeholders in a timeframe that offers the possibility for the county, the municipalities, and the libraries to take action to influence the outcome for the benefit of Bayfield County citizens.

Objective 4: The regional library system will communicate, or request that member libraries communicate, the viability of Merlin during the PLSR process.

Objective 5: Should the PLSR process change the regional library system’s ability to provide effective services for the county and libraries, as determined by the library system board or the member libraries, a county library planning committee will be convened to study and plan for county-level services to benefit the county and the libraries.
Internal Strengths and Weaknesses (What internal Library Committee resources or capabilities help it accomplish its mission, and what internal Library Committee deficiencies in resources or capabilities hinder its ability to accomplish its mission?)

A) Library Committee Strengths

1. County Library Committee meets twice a year.
2. Experienced County Library Committee members
3. Continuity of County Library Committee members
4. County provides funding for BSL projects meeting the plan criteria, up to 100% of library reimbursement allowance.
5. County Administrator is an advocate for libraries
6. Bayfield County Board is supportive of libraries in the County
7. Northern Waters Library Service representation on the Library Committee

B) Library Committee Weaknesses

1. Long distances resulting in difficulties getting quorum.
2. Infrequent meetings

External Opportunities and Threats (What external factors can affect the Library Committee in a favorable way to help it accomplish its mission, and what external factors can affect the Library Committee in a negative way to hinder its ability to accomplish its mission?)

A) External Opportunities

1. Increased County tax base
2. Changing demographics
3. Changes in technology
4. Libraries provide an excellent space for youth and other community members.
5. Stronger economy
6. Fiber connectivity in communities

B) External Threats

1. Unfunded mandates
2. Act 420
3. Technology – challenge to keep up with it
4. Retaining library staff – ability to pay decent salaries and provide benefits
5. Library building maintenance
6. State levy caps
7. Economic downturn
8. Dependence on a few sources of revenue
9. Future stability of regional library systems
10. Structural damages and the costs to repair.

**Mandates** *(What is the Library Committee mandated to do by state or federal governments?)*

1. Wisconsin Statute 43.11 spells out the planning requirements for county library systems.

2. Wisconsin Statute 43.12 sets the county payment requirements for library services to each public library in the county and to each public library in an adjacent county at “an amount equal to at least 70% of the amount computed by multiplying the number of loans reported under sub. (2) by the amount that results from dividing the total operational expenditures of the library during the calendar year for which the number of loans are reported, not including capital expenditures or expenditures of federal funds, by the total number of loans of material made by the public library during the calendar year for which the loans are reported.”

**Review of the Plan**

It is the responsibility of the Bayfield County Library Committee to annually review the County Plan for Library Service to determine whether the actions necessary to meet the goals have been taken. Input and review from the Norther Waters Library System and the Wisconsin Department of Public Instruction. The Committee will revise the plan before the current plan’s expiration date and submit it to the County Board.
Minutes of the: Bayfield County Library Committee Meeting
January 23rd, 2020 3:00 p.m.
Bayfield County Board Room, Bayfield County Courthouse, Washburn, WI

1. **Call to Order:**

The meeting of the Bayfield County Library Committee was called to order by Chair Mary Lintula at 3:00 p.m.

A quorum was present to conduct business.

**Also present were:** County Administrator – Mark Abeles-Allison; Clerk III – Allison Radke.

Karen
Darrell Pendergrass; Jeremy Oswald; Laurie St. Aubin-Whelihan; Kristine Lendved; Connie Cogger; Jim Crandall; Jacquie Pooler; Anne Marie Itzin; Addie Arens and Cassie Flemming.

2. **Introductions of New Members:**

All members introduced themselves. County Administrator Abeles-Allison explained the structure of the library committee.

3. **Public Comment:** No public comment was received.

4. **Motion regarding the Minutes of the August 15th, 2019 Bayfield County Library Committee Meeting:**

Motion by Oswald, Cogger to approve the minutes of the August 15th, 2019 Bayfield County Library Committee meeting. No edits or corrections were made. Motion carried.
5. **Bayfield County Plan of Library Service, 2018-2021 Review;**

Page 14 + 15 Stakeholders: Library Patrons and Area Residents.
Page 4 – Primary service is circulation? A primary focus is…. Might be a change
Page 3 – Forest Lodge Library - $6,679.00 is the correct amount
Page 15 – Goal 3 – Objective 2 = Good operational relationship.
Page 5- Overdrive and Libby
Throughout - 28 or 29 libraries? Lac du Flambeau is officially part of the system. Consistency.
Page 15 – #6 New technology is an opportunity to keep libraries relevant.
Forest Lodge Library language needs to be updated. She will email.

6. **Review and Set Build Strong Library (BSL) Project Criteria for 2021 and set deadline for submittals (Thursday, July 30, 2020);**

The BSL contains new dates, similar guidelines. The funding and the formula process was explained. Different uses of the funding were highlighted. Libraries thanked Bayfield County for their support. A 25% local match is required. July 30th, 2020 is the deadline for submittals.
Footer: Bayfield County not 2016 (should be 2021).

Motion by Crandall, Oswald to approve the Build Strong Library Project Criteria for 2021. Motion carried.

7. **Review 2019 BSL completions and 2020 project status;**

2019 Projects:
Iron River – iPads, very popular
Bayfield – cabinets are finished.
Forest Lodge – podcast equipment is being installed
All three projects have been completed.

2020 Projects:
Iron River – automatic accessible entrances
Bayfield – pillar project & stairs
8. **Library Reports;**

a. **Northern Waters Library Service:** Annual report time. Continuing education events. Library accessibility speaker. Youth services workshop. Public Library Redesign – nothing has been decided. There was a discussion about computer upgrades.

b. **Drummond Public Library:** Cooking classes. Art exhibits, including students. Would like to have a sign on the highway. Website – going great. Many updates. Santa at the library, Tai Chi classes. Space for Census 2020.

c. **Washburn Public Library:** Giant piece of ice hanging over the 3rd street entrance. Estimated to weigh 500 Pounds. Fundraiser for the tuck-point project. Door prizes, after hours, popular. Unloading ramp. Frequently utilized. Makes the library more accessible.

d. **Forest Lodge Library:** Celebrating 95th year of service. Focusing on a fundraiser for a building project.


f. **Bayfield Library:** A representative from the Bayfield Library gave updates. The librarian was unable to attend.

g. **Vaughn Library, Ashland County:** They are planning on remodeling.

9. **Determine next Library Committee meeting date and time. (August 20, 2020);**

The next Bayfield County Library Committee meeting will be held on: Thursday August 20th, 2020 at 4:00 p.m.

10. **Salute to outgoing board members;**

Mary Lintula was thanked and recognized for her leadership and role in the Bayfield County Library Committee for the past 5 years.

11. **Adjournment.**

The meeting was adjourned at 3:59 p.m.

Respectfully,

**Allison Radke**
Bayfield County Clerk’s Office, Clerk III
On behalf of Bayfield County Library Committee
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:**


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 20th, 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.
### BSL FUNDING REQUESTS FOR THE 2021 YEAR

<table>
<thead>
<tr>
<th>LIBRARY</th>
<th>TOTAL</th>
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<tr>
<td>Evelyn Goldberg Briggs, Iron River</td>
<td>$ 5,554</td>
<td>$ 1,389</td>
<td>$ 4,166</td>
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<tr>
<td>Bayfield Carnegie Library</td>
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<td>Washburn Carnegie Library</td>
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<td>Drummond Public Library</td>
<td>$ 7,200</td>
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**TOTAL**

|   | $ 294,109 | $ 231,833 | $ 69,477 |

Available Funding

Net request

$ 56,906.11

$ (12,570.39)
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<tr>
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<td>80%</td>
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<tr>
<td>Furnace/AC Replacement</td>
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</table>
Bayfield County
Building Strong Libraries Program 2021
Application by the Evelyn Goldberg Briggs Memorial Library
Iron River, WI

Goal: The Evelyn Goldberg Briggs Memorial Library is seeking funding from the Building Strong Libraries Program to partially fund the purchase of hearing loops for our conference room and circulation desk. Also for a purchase of an AED machine with staff training.

The Evelyn Goldberg Briggs Memorial Library opened in 2001 with the support of and considerable donations from the Iron River community. With great support from the community and donors, the library opened an addition in 2018. This has allowed us room to expand our services to all our patrons including those with physical limitations. We currently do not have any assistance devices for those that are hard of hearing or have other health concerns. With this possible grant, the library would be able to make coming to the library less difficult and more enjoyable for those with special physical needs.

Project Oversight
A hearing loop is an electronic system that allows patrons with hearing loss to connect with a computer that enhances a speaker’s voice. An AED machine is an Automated External Defibrillator. The installation of hearing loops and an AED machine would be overseen by the library director.

Timelines
The hearing loop and AED machine will be installed by skilled local professionals. The entire project should be done by early 2021.

Project Budget
The library board has set aside $1389 for this project.

Hearing Loop for Conference Room, Circulation Desk and AED Machine
Supply and complete installation of the hearing loops along with the AED machine and staff training by local EMT’s.

Total cost - $5554
Local contribution (25%) - $1389
BSL request - $4165

Thank you for your consideration of this project proposal.

Jacquie Pooler
Director, Evelyn Goldberg Briggs Memorial Library

Catherine Fleming
President, Evelyn Goldberg Briggs Memorial Library Board of Trustees
ZOLL AED Plus Complete AED Package

Automated External Defibrillator With Everything You Need To Set-Up Your Own AED Station

Great For Business, School, Church, Gym, Medical Office, Etc.
Includes a complete Rescue-Ready AED unit with Carrying Case plus a WALL CABINET & a Double-Sided AED SIGN to store, display, and quickly locate the AED when needed.

Special AED cabinet ships pre-assembled and easily installs in minutes on any wall surface with 4 screws or nails.

Large flanged sign measures 8x11 in. AED Automated External Defibrillator and red heart symbol printed on both sides, offers greater visibility and informs location.

... our Complete AED Packages are used in federal and state buildings, fortune 500 companies, schools nationwide, workplace, churches, medical offices, gyms, etc ...

American AED Exclusive Package Offer Includes:

1 Brand New ZOLL AED Plus With LCD & Graphical Cover!
7 Year Warranty
1 One Piece Adult CPR-D Padz
1 Set of 10 Duracell Lithium Batteries
1 User Manual
1 Quick Reference Guide
ZOLL Data Event Review Software (Download)
1 FREE ZOLL AED Plus Carrying Case
1 FREE ZOLL AED Plus Demonstration and Setup Video CD
1 FREE ZOLL AED Plus Online Training
1 FREE Medical Prescription / Authorization
1 FREE Premium AED+CPR Responder Kit ($50 value)
1 FREE American AED+CPR Quick Reference Card
1 FREE Inspection / Maintenance Tag
2 FREE AED "Equipped Facility" Decal / Sticker
1 AED Storage Wall Cabinet
1 Double Sided Flanged AED Sign
AMERICAN AED Lifetime Maintenance Notification & Support
FREE UPS Shipping

Exclusive Offer: $1699.00
No Sales Tax: $0.00
Free UPS Shipping: $0.00
Grand Total: $1699.00

Limited Time Offer! To order by credit card call 1-800-927-9917 or order online at www.americanaed.com. To order by check, mail attached order form.
ORDER FORM

American AED Exclusive Package Offer Includes:

1. Brand New ZOLL AED Plus With LCD & Graphical Cover!
2. 7 Year Warranty
3. One Piece Adult CPR-D Padz
4. Set of 10 Duracell Lithium Batteries
5. User Manual
6. Quick Reference Guide
7. ZOLL Data Event Review Software (Download)
8. FREE ZOLL AED Plus Carrying Case
9. FREE ZOLL AED Plus Demonstration and Setup Video CD
10. FREE ZOLL AED Plus Online Training
11. FREE Medical Prescription / Authorization
12. FREE Premium AED+CPR Responder Kit ($50 value)
13. FREE American AED+CPR Quick Reference Card
14. FREE Inspection / Maintenance Tag
15. 2 FREE AED "Equipped Facility" Decal / Sticker
16. AED Storage Wall Cabinet
17. Double Sided Flanged AED Sign
18. AMERICAN AED Lifetime Maintenance Notification & Support
19. FREE UPS Shipping

SKU # ZOLL-WC280

<table>
<thead>
<tr>
<th>SKU</th>
<th>Description</th>
<th>Unit Price</th>
<th>Qty.</th>
<th>Ext. Price</th>
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<tr>
<td>ZOLL-WC280-SA</td>
<td>ZOLL AED Plus Complete AED Package (SEMI-AUTOMATIC)</td>
<td>$1699.00</td>
<td></td>
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<tr>
<td>ZOLL-WC280-FA</td>
<td>ZOLL AED Plus Complete AED Package (FULLY-AUTOMATIC)</td>
<td>$1699.00</td>
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<tr>
<td>Wall Cabinet Option</td>
<td>Upgrade Wall Cabinet With Audible Alarm &amp; Alert Light</td>
<td>$20.00</td>
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<tr>
<td>Wall Cabinet Option</td>
<td>Upgrade Wall Cabinet With Audible Alarm &amp; Strobe Light</td>
<td>$90.00</td>
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<tr>
<td>Optional Child Pads</td>
<td>ZOLL AED Plus Child / Pediatric Electrode Pads</td>
<td>$95.00</td>
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</tbody>
</table>

Subtotal: N/A 0.00
FL 6% Sales Tax: N/A 0.00
Shipping: FREE 0.00
Grand Total: $1699.00

To order by check or money order:
Mail this form along with a check made payable to American AED, Inc.
Mail To: 405 N.W. 10th Terrace - Hallandale Beach, FL 33009-3105

Your order will be processed and shipped within 24hrs upon receiving your order. Please allow 2 to 4 business days for UPS delivery.

Customer Shipping Information: (Please No P.O. Box as we ship via UPS)

Company / Organization:

Attention:

Address:

City, State, Zip Code:

Telephone:

Email:

Check Number Enclosed: ________________  Order Date: ____________

Comments:

American AED
Automated External Defibrillators
Providing AEDs To The Public Since 2002

American AED, Inc.
405 N.W. 10th Terrace - Hallandale Beach, FL 33009
Toll Free: 1-800-927-9917  Tel: 954.458.6818  Fax: 954.241.5577

www.AmericanAED.com
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** Proposal **

**Project Number:** 3427

<table>
<thead>
<tr>
<th><strong>to:</strong></th>
<th>Hearing Loop Systems</th>
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**Project Site:**

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<td>CONTACTA</td>
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<td>Setup &amp; Training</td>
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<td>Countertop Loop System (Price PER countertop)</td>
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<td>Contacta</td>
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<td>Small Hearing Loop Amp w/PS, Audio Cable &amp; 100' Roll 22ga Wire</td>
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<td>WestPenn</td>
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<td>Wire 22ga 2cond shld, Mic Wire</td>
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<td>Rapco</td>
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<td>XLR Cable Connector 3-Pin Female</td>
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<td></td>
<td>5</td>
<td>Setup &amp; Training</td>
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<td>Meeting Room Loop System</td>
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---

6/29/2020
DNA AV Integrators LLC dba Audio Architects  
Project: 3427

Page 1 of 2
PO to Accompany Signed Paperwork, Due Net 30 on Completion
This **Proposal** **is Valid for 30 Days.
This pricing assumes normal installation hours of Monday - Friday, 7am - 5pm

Signature: ___________________________ Date: ___________________________

Weekend Increase for 2021

<table>
<thead>
<tr>
<th>WI Sales Tax</th>
<th>$116.44</th>
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<tbody>
<tr>
<td>Project Total</td>
<td>$2,233.53</td>
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The Bayfield Carnegie Library is seeking funding support for a custom-made wooden unit for our newspapers; new tile for our entryway; new linoleum for the kitchen and bathrooms; and a cabinet for copier supplies. The City of Bayfield will cover 25 percent portion of the cost.

The newspaper rack we use is cumbersome and needs an upgrade. The tile in the entryway is quite old, cracked, and in need of updating; the same with the linoleum in the kitchen and bathrooms on the lower floor of the library. A new cabinet for our copier will make the existing clutter there tidier and more presentable to our patrons and visitors.

Budget breakdown:

- $3,500—For tile in entryway and linoleum replacement in kitchen and bathrooms
- $500—Cabinet for copier supplies
- $500—Construction of wooden newspaper rack

Total: $4,000

County portion of cost: $3,000
City of Bayfield portion of cost: $1,000

The funding we seek falls under Program Guidelines, BSL Purpose c, because we are providing additions to the renovation projects of 2015, by adding new tilework. We also qualify for section d, under BSL Purpose, because we are providing new furnishings. In addition, our projects demonstrate that they are part of a long-term plan for the library and our community to serve their needs best, including the physical aesthetic of the inside of our library.

The Bayfield Library board has approved the application including use of funds from the grant. Bayfield Library Director Blair Nelson will oversee the projects. The projects will start early 2021.

Thank you for your consideration of our grant request, and dedication to offering such outstanding grants to libraries.

Sincerely,

Blair Nelson
Director-Bayfield Carnegie Library
Bayfield County Building Strong Libraries Program Application  
Washburn Public Library

July, 2020

Members of the Bayfield County Library Committee -

As part of an on-going building rehabilitation project the Washburn Public Library Board of Trustees is seeking a grant from the BSL Program for $56,911 – or, however much money is available in the program – for tuck point work. C&S Design & Engineering, Inc. inspected the library building in June of 2013 and detailed necessary capital improvements. Building Restoration Corporation also conducted an inspection in 2018. Between $290,000 and $300,000 is necessary to complete the work. Each of those inspections are available in the application packet.

Otto Bremer Trust has pledged $100,000 to the project provided the library can raise $191,000. To date the library has raised $127,166; there are further fundraising efforts underway. BSL monies, if the full amount is granted, would put the library at $184,000. We’re confident we can raise the remaining monies before the Otto Bremer deadline of February, 2021.

The Washburn Public Library was commissioned in 1904 with construction completed in 1905. At the time of construction local library organizers had direct contact with Andrew Carnegie, who funded about half of the costs associated with the library as part of his nation-wide plan to make library services available to everyone. The Washburn Public Library is of brownstone construction and is on the National Register of Historic Places. Since 1905 nearly every citizen who has spent time in Washburn has most likely come through the library facility on Washington Avenue.

Total, nearly 50-percent of the cost of materials and work will be covered through municipal monies and local donations, definitely meeting the 25-percent cost requirement as per the BSL Program guidelines.

If you have questions, please feel free to contact me.

Darrell Pendergrass --------- Director - Washburn Public Library

(715) 373-6172  dpendergrass@washburn.wislib.org
June 22, 2018

Darrell Pendergrass
Director, Washburn Public Library
307 Washington Ave
Washburn, Wisconsin 54891

Dear Mr. Pendergrass,

Thank you for the opportunity to look at the exterior masonry repairs needed at the Washburn Library. As I have mentioned several times since my visit, we are not having much success locating matching stone to replace the badly deteriorated ones on the building. This has especially been the case with regard to the large columns at the main entry. I figured that even though we are missing some information, we could send you a partial estimate that covers the scope of the repairs that are needed along with information concerning the cost of the identified repairs.

Tuckpointing
As you can see in some of the attached photos, the condition of the mortar is fairly deteriorated. There are many voids and cracked joints in need of repair to restore the wall surface to a sound weather-tight condition. The repair consists of cutting back the existing deteriorated mortar to a point where sound mortar is encountered. The joint cavity is then rinsed to clear it of dust or other foreign matter before the new mortar is installed. It is important that the new mortar be formulated to not only closely match the original in appearance, but it must be of an appropriate compressive strength. Mortar that has a high compressive strength can easily cause substantial damage to the relatively soft brownstone.

The existing joint profile on the building is a “raised beaded joint”, so as the final step of installing the replacement mortar, a raised bead of mortar is applied.
Stone Repair
In general, the condition of the exterior stone is good with some individual stones showing very little weathering. There are quite a few stones with chips and minor cracking, and there are some stones that are so badly deteriorated that they will need to be replaced in order to complete the repairs.

We have included estimated quantities for the various types of repairs, and also provided unit pricing so that when the actual work is being performed if a change in quantity is appropriate, it would be easy to see what the impact would be on the overall project expense. As an example, stones with small edge chips the won’t affect the integrity of the wall were not included in the estimated quantity. If the owner wanted to add some patching at some of these locations, it is easy to figure out the impact of the change.

Since this stone is no longer being quarried, there is no ready source for the stones that need to be replaced. We have a limited quantity in our yard, and as existing buildings are demolished, additional stone becomes available from time to time. I am confident that we would be able to find stones as needed for all but the columns on either side of the main entrance. In spite of our on-going search, we have not located a source for them yet, that is why we do not have a budget estimate available for them yet.

Main Entrance
In addition to the open question regarding the columns, the full work scope at the main stairs is likely to be more involved than what is visible on the surface. Because of the shifted stone treads, it is pretty likely that the foundation below has been affected. The extent and cost to repair hidden conditions is not possible to accurately predict, but an additional $50,000 plus is not out of the question if conditions are similar to those encountered at the courthouse.

Cleaning
There are large areas of the building that have surface soiling and organic growth obscuring the surface of the stone. Chemical cleaning can remove most of this condition and improve the overall appearance of the building. We have listed this as an individual work item in the attached budget estimate.

I am actively looking for the stone source, and will keep you informed of any developments. In the meantime, feel free to call my office # 612-638-1810 or cell phone at 612-309-4054. I can also be reached by email at, john@buildingrestoration.com.

Sincerely,

John Felton
BUILDING RESTORATION CORPORATION
Exterior masonry restoration work is needed at the Washburn Public Library. Cutting and tuckpointing of mortar joints, patching and replacement of damaged stone, and related work is recommended.

The mortar around the building is badly weathered.

The erosion of stone shown here is likely related to failure of mortar joints higher in the wall that has allowed water to enter the wall structure.
Voids like this that are at or near grade level are particularly susceptible to damage from freeze and thaw cycles. Snow and ice pile up around the foundation and during every thaw soak into the wall a little deeper because of the damage caused by the previous freeze. Each time that ice forms inside the wall, damage is caused by the force of the expansion as water turns into solid ice.

This photo is an example of a mortar joint in the water table band that has totally washed out. This type of joint failure provides an easy path for destructive water infiltration.

There are many small stone chips on the building. We have included a unit price to patch this type of damage as part of our pricing. When the damage is non-structural, there is no pressing need to spend extra money to repair it. Once the tuckpointing and related repairs are complete, most of these areas will become stabilized.
The mortar is widely deteriorated and various colors and joint profiles are visible.

In some cases the damaged area is too large for an effective patch. If repair beyond cutting and tuckpointing the mortar joints is needed, the affected stone would have to be repaired.

We recommend that 100% of the mortar joints be cut and tuckpointed. This will result in a uniform and durable repair.
The stone in this area at the southwest corner of the building is in an advanced state of deterioration.

Various holes around the building could be patched.

In this photo it is possible to see right through the space between the two stones. As many as 10 of these stones may need to be replaced as part of the repair.
Badly deteriorated mortar can be seen in the highlighted area between the stones.

Significant shifting of the stone stair treads has taken place.

When the individual treads are removed and reset, it is likely that the foundation and footing may need some repair prior to resetting the stones.
Matching stone of a size needed for the replacement has not been located.

The bases and lower sections of the entrance columns are deteriorated to the point where stone replacement is likely to be required.

As water infiltration damage around the building continues to get worse, more areas will go from needing to be repaired, to needing to be rebuilt. It may be prudent to plan the work in phases so that areas with less severe conditions can be addressed while still manageable.
<table>
<thead>
<tr>
<th>Work Description</th>
<th>Qty</th>
<th>Unit</th>
<th>Unit Cost</th>
<th>Total</th>
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<td>Building permit, street and sidewalk obstruction permits, and related expense, at our direct cost plus 5%</td>
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<td>Equipment expense</td>
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**Exclusions**

Window work, roofing work, interior work, interior cleaning, removal of mechanical, electrical or building signage, below grade work, landscape repair or restoration

**Note**

Pricing for repair or replacement of deteriorated column bases pending identification of source for...
Building Restoration Corporation

is a proud member of

**Associated Builders & Contractors, Inc.**
10193 Crosstown Circle
Eden Prairie, MN 55344
952-941-8693
[www.abc.org](http://www.abc.org)

**Greater St. Paul BOMA**
332 Minnesota Street, Ste. W2950
St. Paul, MN 55101
651-291-8888
[www.bomasaintpaul.org](http://www.bomasaintpaul.org)

**Minnesota Builders Exchange**
1123 Glenwood Avenue
Minneapolis, MN 55404
612-377-9600
[www.mbex.org](http://www.mbex.org)

**Greater Minneapolis BOMA**
50 South Sixth Street, Ste. 1301
Minneapolis, MN 55402
612-340-9744
[www.bomampls.org](http://www.bomampls.org)

**Community Associations Institute**
6402 Arlington Blvd., Ste. 500
Falls Church, VA 22042
703-970-9220
[www.caionline.org](http://www.caionline.org)

**MCMCA - Minnesota Concrete & Masonry Contractors**
1711 West County Road B Suite 207 South
Roseville, MN 55113
[www.mcmca.com](http://www.mcmca.com)

**Institute of Real Estate Management**
4248 Park Glen Rd.
Minneapolis, MN 55416
952-928-4664
[www.irem.org](http://www.irem.org)

**National Federation of Independent Business**
380 Jackson Street #780
St. Paul, MN 55101
800-634-2669
[www.nfib.com](http://www.nfib.com)

**National Trust for Historic Preservation**
2600 Virginia Avenue NW Ste. 1100
Washington, DC 20037
202-588-6000
[www.savingplaces.org](http://www.savingplaces.org)

**International Concrete Repair Institute**
1000 Westgate Drive, Ste. 252
St. Paul, MN 55114
651-366-6095
[www.icri.org](http://www.icri.org)

**Preservation Alliance of Minnesota**
416 Landmark Center
St. Paul, MN 55102
651-293-9047
[www.mnpreservation.org](http://www.mnpreservation.org)

**Ramsey County Historical Society**
323 Landmark Center
St. Paul, MN 55102
651-222-0701
[www.rchs.com](http://www.rchs.com)

**Minnesota Historical Society**
345 Kellogg Boulevard West
Saint Paul, MN 55102
651-296-6126
[www.mnhs.org](http://www.mnhs.org)
June 19, 2013

Mr. Mike Decur
Director of Public Works
Washburn City Garage
502 West Bayfield Street
P.O. Box 638
Washburn, WI 54891

RE: Proposal for the Capital Needs Improvement Budget for the Washburn Public Library

Dear Mike,

Per your recent request, I have prepared the following Capital Needs Improvement Budget for the Washburn Public Library. You, along with Darrell Pendergast and myself, inspected the work needed at the site on June 4, 2013 at 11:15 a.m. The following is the improvement budget plan for the Library facility, which is located at 307 Washington Avenue, Washburn, WI 54891.

(Description of item to be repaired) (Cost)

1. Brownstone Facade: The deteriorated brownstone will be removed and replaced or repaired as required; the Washington Avenue side columns will have their bases reconstructed; all of the brownstone mortar joints will be ground out and replaced with new colored mortar (tuckpointing) and the existing brownstone, including columns and all trim, will be cleaned.

   $310,000.00

2. Concrete Stairway: The brownstone wing walls will be cleaned and repaired, as outlined in the above No. 1. All of the concrete treads, riser cracks and separations will be cleaned and resealed. The hand railing will be sandblasted. It will also be repainted, using a primer and two finish coats.

   $17,500.00

3. Roof Fascia: Repair and replacement, as required, will be made to all the existing fascia wood members, including their dentils. All paint will be scraped, the wood substrate will be repaired, then a primer and two finish coats of paint will be applied.

   $45,500.00
4. Roofing Surface: The entire existing roof covering will be removed, along with all related flashings and trim. The west, non-conforming, unused brick chimney will be removed down to below the roofline and capped off. The nonconforming 6 ft. of previously added, sloped roof will be removed to its original 1904 neoclassical look. All damaged framing and sheathing materials will be replaced or repaired, as required, before a new asphalt roofing system, with all related flashings and trim, is installed. $47,000.00

5. Front Doors (Washington Avenue): The center astragal (weatherstripping) will be removed and replaced with a new strip. $750.00

6. Flat Concrete: All of the existing concrete sidewalks and steps will have their cracks cleaned and resealed. The damaged concrete sections will be removed and replaced, as needed. All step handrailings will be sandblasted and repainted. $7,250.00

7. Parking Lot: The pavement will be cleaned of its debris, cracks sealed, then resealed with an emulsion seal coat. The 4" white parking lines will be repainted. $1,000.00

8. Windows: The existing 23 lower level, wood framed, single glazed windows will be removed and replaced with an aluminum clad, insulated glass window and recaulked around the perimeter of the insert. $30,250.00

9. Exterior Electrical: Repair, and/or replacement, will be made to all exterior damaged boxes, conduit and fixtures. $750.00

10. Contingency: A 10% allowance is entered for any unforeseen conditions arising. 46,000.00

Subtotal: 506,000.00

11. Architectural and Engineering: The design fee is based on 10% of the "Cost of Construction". 50,600.00

Total Budget: $556,600.00

The above budget is based off of my inspection of the existing building and site, and the review of the existing drawings and specifications provided by the Owner.
Our design fee for preparing the above State Historical Society of Wisconsin and locally approved work would run at 10% of the "Cost of Construction". We could do 100% of the required design upgrade work, or a portion of it, in which case our fee would be based off of that portion. Our firm would prepare all of the required Design Drawings, Specifications, Bid Documents, Project Oversight and closeout for you.

All design work will exceed, or meet at a minimum, the Secretary of Interior's Standards and Guidelines for Rehabilitating Historic Buildings.

You can view our Statement of Qualifications on our website at www.csdesignengineering.com.

If you should have any questions, please do not hesitate to contact me at (715) 682-0330, or email me at csdesign@ncis.net.

Thank you.

Sincerely,

Stephen G. Schraufnagel, Architect
LEED Accredited Professional
C&S Design & Engineering, Inc.
803 Lake Shore Drive West
Ashland, WI 54806
The Drummond Public Library has an aging dual furnace system. Original to the building’s construction in 2001. Because of the sheer size and needs the building, it requires a dual system for heating and cooling. It has been recommended by two HVAC companies that the library will need to have the dual furnaces replaced with in 2 years. This BSL project comes in just in time for us to have help in replacing the furnace system to be able to provide consistent service for our patrons without mechanical failure at a critical time. For example; heating system failure in the middle of winter.

The project is overseen by the Library Director Addie Arens and the President of the Board of Trustees Karen Jelinek. President Jelinek is also on the Bayfield County Library Board as well, representing Drummond Public Library.

It is suggested that the project be completed at a time when we would not be in demand of heating. At the latest, this project would be completed by Fall of 2021.

The asking proposal is $7,200.00. Our share of the 25% matched is $1,800.00 This amount will be in part from the library’s donations account and the Town of Drummond itself. This would cover the complete installation of the dual heating system.

Voted and all in favor by Drummond Library Board of Trustees to move forward and supply funding with the project July 16, 2020.

We'd like to thank you in advance for you time and consideration of our proposed costs on helping improve the Drummond Public Library.

Addie Arens, Director
On behalf of the Board of Trustees of the Drummond Public Library.

DPL
14990 Superior St.
PO BOX 23
Drummond WI 54832
715-739-6290
drumlib@drummond.wislib.org