

**Department:** County Assets

**Program Contact:** Kate Vance

**Program Offer Type:** Internal Service

**Program Offer Stage:** As Proposed

**Related Programs:**
**Program Characteristics:**
**Executive Summary**

The Library Construction (Capital) Fund is a Capital Program designed to create a self-sustaining fund which provides for the continuing reinvestment and capital work required to keep the Library District's buildings safe, reliable, functional and efficient. Decisions are based on these priorities: life, safety, fire, and equity. The majority of the funding for this offer comes from the fees from Library Construction (LIB) fees.

**Program Summary**

The Library Construction (Capital) Fund program creates accessible, functional and energy efficient facilities that provide Library services with space that meets their program needs. The program focuses on the 15 owned buildings occupied by the Library District and provides the funding to complete capital projects within these buildings. Capital funding is intended to support replacement or repairs to essential building elements such as roofs, plumbing, electrical, heating ventilation air-conditioning (HVAC), Americans with Disabilities Act (ADA) modifications, seismic upgrades, and interior finishes that keep buildings functioning and optimizing their potential. It creates more usable buildings through planned upgrades in equipment and systems intended to meet changing program needs.

The Library District Capital Plan is managed via the annual 5-year Capital Plan that focuses on short-term requirements that are integrated with the long-term Library District facility needs. The Capital Plan is based on a comprehensive database which identifies all projected replacement needs in Libraries over three decades and then prioritizes and schedules needed work in the future. This allows the Library Capital fund to be invested based on priority, and optimizes return on investment. The program allows Capital fees, bond/levy, grants, and other funding components to be distributed based on priorities established with the aid of a detailed needs assessment and a decision-scoring matrix that prioritizes fire, life, safety and equity. The program looks for project efficiencies that benefit the building users and extend the useful life of the building.

**Performance Measures**

Measure Type	Primary Measure	FY20 Actual	FY21 Budgeted	FY21 Estimate	FY22 Offer
Output	Percent of projects planned for completion in a fiscal year that are completed that fiscal year.	75%	75%	80%	70%
Outcome	Provide the Library District with a 5-yr Capital Improvement plan updated annually.	1	1	1	1

**Performance Measures Descriptions**

PM#1: Percent of projects planned for completion during a fiscal year that are completed in that fiscal year.

PM#2: Provide the Library District with a 5-yr Capital Improvement plan updated annually.

## Legal / Contractual Obligation

There are a number of projects carrying over into FY 2022 that have contractual obligations to vendors and/or service providers.

## Revenue/Expense Detail

	Adopted General Fund	Adopted Other Funds	Proposed General Fund	Proposed Other Funds
Program Expenses	2021	2021	2022	2022
Contractual Services	\$0	\$5,981,446	\$0	\$7,507,807
<b>Total GF/non-GF</b>	<b>\$0</b>	<b>\$5,981,446</b>	<b>\$0</b>	<b>\$7,507,807</b>
<b>Program Total:</b>	<b>\$5,981,446</b>		<b>\$7,507,807</b>	
<b>Program FTE</b>	0.00	0.00	0.00	0.00

Program Revenues				
Other / Miscellaneous	\$0	\$2,843,511	\$0	\$3,070,758
Interest	\$0	\$80,235	\$0	\$50,000
Beginning Working Capital	\$0	\$3,057,700	\$0	\$4,387,049
<b>Total Revenue</b>	<b>\$0</b>	<b>\$5,981,446</b>	<b>\$0</b>	<b>\$7,507,807</b>

## Explanation of Revenues

BWC Estimated carry forward of ongoing projects \$4.4 Million

Capital Fee on Owned Library Buildings \$3.0 Million

Interest Income \$0.1 Million

## Significant Program Changes

**Last Year this program was:** FY 2021: 78213 Library Construction Fund

The Library District has chosen to increase the funding level for FY 2022 to better meet the needs of their building stock by investing in capital improvement projects, similar to the increases in FY 2020 and FY 2021.

Due to Covid19 the staff in this program were moved to primarily teleworking instead of reporting to the office. Operational changes include virtual meetings and check ins, communication is primarily through email or google chat, and reporting is emailed and followed up virtually. Few projects have been cancelled or completely stopped due to Covid19. However many projects are slowed due to difficulty in material availability, shipping delays, other agency review delays.