

TIMBERLAND REGIONAL LIBRARY
BOARD OF TRUSTEES POLICY

trl.	TITLE: BUILDING FUND	POLICY NUMBER: 7B86a
		SUPERCEDES POLICY NUMBER: 7B86
EFFECTIVE DATE: July 1, 2009	REVIEW DATE: December 2012	ORIGINATED BY: Director's Council
		AUTHORIZED BY:

1. Purpose: To provide direction for the creation and use of the Building Fund when planning for construction of new buildings or remodeling of existing buildings of the Timberland Regional Library (TRL).
2. Scope: This policy applies to the development of library service points in the TRL Service Area.
3. Definitions:
 - a. TRL Service Area: The unincorporated areas of Grays Harbor, Lewis, Mason, Pacific and Thurston Counties, and incorporated cities and towns within these counties if those cities and towns have contracted with or are annexed to the library district for services.
 - b. City-owned library facility: Any building housing a TRL library which is owned by a municipality which is annexed to or contracts for services with TRL.
4. Policy:
 - a. TRL will maintain a Building Fund with funds dedicated to aid in the design and/or planning of city-owned library facilities, and to pay for building, maintaining and/or remodeling of TRL-owned library facilities.
 - b. Municipalities planning to build or remodel a library building and desiring financial assistance from TRL may make application to TRL. Application document will include location, estimated cost of project, estimated costs for architectural services, estimated timeline, and statement of city's commitment to fund the project.
 - c. The Facilities Committee will determine TRL's need for new or remodeled buildings, and will present a prioritized list to the Board of Trustees for its consideration, including availability of TRL funds, an estimated timeline for the project, and a statement of the plan for raising the remaining funding for the building.

- d. In building projects involving city-owned facilities, money from Building Funds, if available, may be used for:

- Architectural Services

- Up to 50% of Conceptual Design Services

- Up to 50% of Schematic Design to completion stage

- Space-Planning Services

- Up to 100% of Space Planning for shelving, furnishings and equipment, using TRL's selected space planner

- Up to 50% of planning for "special" areas for staff function that involves construction of casework.

- e. Costs of building or remodeling of TRL-owned library facilities will be covered entirely by TRL funds, including money from the Building Fund, the gift account for that library, and funds raised by any other means for that purpose.

5. Citations:

None

6. By the enactment of this policy the Board of Trustees of the Timberland Regional Library District is concurrently rescinding any prior policy or procedure within the library district that is either in conflict with or expansive of the matters addressed in this policy.

Approved by the Board of Trustees.

President, Board of Trustees

Date