



POLICY

TITLE: Building Fund Policy

POLICY NUMBER: 046

EFFECTIVE DATE: 6/24/2015

REVIEW DATE: 6/1/2020

SUPERSEDES POLICY NUMBER(S): 7B86a

AUTHORIZED BY: Board of Trustees

1. Purpose: To provide direction for the creation and use of the Building Fund when planning for construction of new library facilities or remodeling of existing library facilities of the Timberland Regional Library (TRL).
2. Scope: This policy applies to the development of library service points in the TRL Service Area.
3. Background: None.
4. 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 that have contracted with or are annexed to the library district for services.
 - b. Library Building: A Library Building is the building in which TRL provides library services. In annexed and contracted cities, a Library Building is owned or leased by the City. In unincorporated areas, a Library Building is owned or leased by TRL.
 - c. Library Facility: A Library Facility includes the Library Building where TRL provides library services and the areas surrounding the Library Building, such as parking lot and landscape. In annexed and contracted cities, a Library Facility is owned or leased by the City. In unincorporated areas, a Library Facility is owned or leased by TRL.

5. 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. Cities planning to build or remodel a Library Building and desiring financial assistance from TRL for design or planning may make application to TRL. Application documents will include location, estimated cost of project, estimated costs for architectural services, estimated timeline, and statement of city's commitment to fund the project. The TRL Board Facilities Committee will review the application documents and make a recommendation to the Board of Trustees regarding the application.
- c. The TRL Board Facilities Committee will determine TRL's need for new or remodeled Library 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 project.
- d. In projects involving city-owned Library Buildings, money from the Building Fund, if available, may be used for:
 - i. Architectural Services
 - ii. Up to 50% of Conceptual Design Services
 - iii. Up to 50% of Schematic Design to completion stage
 - iv. Space-Planning Services
 - v. Up to 100% of Space Planning for shelving, furnishings and equipment, using TRL's selected space planner
 - vi. 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.

6. References: Fund Balance Management Policy

7. Citations: None.

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

Approved by the Board of Trustees, June 24, 2015