



DEPARTMENT OF COMMUNITY RESOURCES
INTEROFFICE MEMORANDUM

TO: Board of County Commissioners
VIA: Julian M. Willis, County Administrator
VIA: Jennifer Moreland, Director
FROM: Carrie Willson, Director, Calvert Library
DATE: November 18, 2021
SUBJECT: Budget Adjustment – Capital Campaign

Background:

The construction of the new Calvert Library's Twin Beaches Branch is a \$10.1 million-dollar project, which will soon go out to bid. Groundbreaking is expected in April 2022 and construction is expected to be complete by November 2023. Private funding has historically been necessary for library projects. A two-year capital campaign will raise funds to: furnish the makerspace, purchase technology for use of library customers, furnish comfortable gathering spaces for the community, and outfit sections like the teen gaming area and the early childhood Imagination Station.

Discussion:

Calvert Library is working with the County's procurement office on a request for proposals for an individual, firm, or team to conduct a multi-year fundraising campaign to raise \$750,000 dollars. The Calvert Library Foundation has fundraised for past projects, but not at the level that is required for this project. A consultant is required to help the Foundation build capacity, procure and set-up software that will help with this and future fundraising projects, and plan and conduct a capital campaign. The Board of Library Trustees has approved allocation of savings (due to retirements and turnover) from the library's salary account to support the cost of this contract position. The Library would be responsible for allocating salary savings for subsequent year(s) as well.

Fiscal Impact

Calvert Library's Board of Library Trustees has approved the use of \$70,000 in annual salary savings for use in Contracted Services to initiate the first phase of a Capital Campaign.

Conclusion/Recommendation:

Calvert Library requests approval of the budget adjustment # BA 112, moving \$70,000 from Salary to the Library's Contracted Services account.

Coordination: Office of the County Attorney
Department of Finance & Budget