



# COUNTY OF HUMBOLDT

For the meeting of: 6/13/2023

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File #: 23-730

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**To:** Board of Supervisors

**From:** Libraries

**Agenda Section:** Consent

**Vote Requirement:** Majority

**SUBJECT:**

Designation of Purchasing Agent or Their Designee as Authorized Representative for California State Libraries Building Forward Grant (BF-1-21-065) For the Eureka Library

**RECOMMENDATION(S):**

That the Board of Supervisors:

1. Authorize the Chair of the Board to sign a letter designating the Purchasing Agent or their designee as Authorizing Representative for California State Libraries Building Forward Grant (BF-1-21-065) for the Eureka Library.

**SOURCE OF FUNDING:**

California State Library  
Library Fund (1500)

**DISCUSSION:**

The Humboldt County Library applied for and received \$170,788 a California State Library Building Forward grant for life, safety and critical infrastructure improvements at the Eureka Library. Your Board approved the terms of the grant at your meeting of May 16, 2023 (Resolution No. 23-56).

The California State Library requires the Board Chair to designate an authorized representative to enter into agreements and take other actions on behalf of the county. The Library is requesting the Board Chair to sign a letter designating the Purchasing Agent or their designee as the authorized representative for the grant.

**FINANCIAL IMPACT:**

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| <b>Expenditures (Fund, Budget Unit)</b>    | <b>FY22-23</b>         | <b>FY23-24 Projected</b>  | <b>FY24-25 Projected</b>  |
|--|------------------------|---------------------------|---------------------------|
| Budgeted Expenses                          |                        | \$256,182                 |                           |
| Additional Appropriation Requested         |                        |                           |                           |
| <b>Total Expenditures</b>                  |                        | <b>\$256,182</b>          |                           |
| <b>Funding Sources (Fund, Budget Unit)</b> | <b>FY22-23 Adopted</b> | <b>FY23-24 Projected*</b> | <b>FY24-25 Projected*</b> |
| General Fund                               |                        |                           |                           |
| State/Federal Funds                        |                        | \$170,788                 |                           |
| Fees/Other                                 |                        |                           |                           |
| Use of Fund Balance                        |                        | \$85,394                  |                           |
| Contingencies                              |                        |                           |                           |
| <b>Total Funding Sources</b>               |                        | <b>\$256,182</b>          |                           |

*\*Projected amounts are estimates and are subject to change.*

**Narrative Explanation of Financial Impact:**

California State Library Building Forward grant funds in the amount of \$170,788 are anticipated to be received in the upcoming Fiscal Year and have been included in the proposed budget for FY 2023-24 along with the county’s matching funds in the amount of \$85,394.

STAFFING IMPACT:

**Narrative Explanation of Staffing Impact:**

The Eureka Library's Building Forward Implementation Team will work collaboratively with the Public Works project team on project management, procurement, lighting design, acquisition, and purchasing. Building Forward team members will build project time into their regular work schedules. The Library will not need to hire extra personnel to facilitate this project.

STRATEGIC FRAMEWORK:

This action supports your Board’s Strategic Framework by providing for and maintaining infrastructure, creating opportunities for improved safety and health, protecting vulnerable populations, managing our resources to ensure sustainability of services, seeking outside funding sources to benefit Humboldt County needs.

Core Roles: Provide for and maintain infrastructure

New Initiatives: Manage our resources to ensure sustainability of services

Strategic Plan: 4.2 - Create a community where county programs services and facilities are accessible to all with disabilities

OTHER AGENCY INVOLVEMENT:

California State Library

**ALTERNATIVES TO STAFF RECOMMENDATIONS:**

The Board could decide not to sign the letter designating an authorized representative to enter into agreements and take actions on behalf of the county for the Building Forward infrastructure grant (BF-1-21-065) on behalf of the library. This is not recommended as this could delay the Building Forward grant funded project at the Eureka Library.

**ATTACHMENTS:**

1. Building Forward Resolution
2. Draft letter designating an authorized representative for Building Forward Grant

**PREVIOUS ACTION/REFERRAL:**

Board Order No.: N/A

Meeting of: May 16, 2023

File No.: 23-288