

SUBJECT: RANKING LIBRARY SERVICES CIP UNFUNDED CAPITAL PROJECT REQUEST LIST
EFFECTIVE: DEC. 17, 2009

1. PURPOSE:

This policy provides the Tampa-Hillsborough County Public Library Advisory Board with guidelines and criteria for ranking Hillsborough County Library Service's Capital Improvement Projects (CIP) Unfunded Capital Project Request List.

2. POLICY:

- A. It is the policy of the Tampa-Hillsborough County Public Library Advisory Board (herein Library Board) to rank the annual Library Service's CIP Unfunded Capital Project Request List.
- B. The Library Board shall submit an annual recommended Library Service's CIP Unfunded Capital Project Request List to the Board of County Commissioners (BOCC).
- C. The Library Board shall comply with *BOCC policy, Section Number 03.02.02.06, Prioritization of Capital Projects.*

3. PROCEDURE:

- A. The Library Board assigns responsibility to the Library Board Planning Committee (herein Planning Committee) to create a recommended ranking of Library Service's CIP Unfunded Capital Project Request List each year.

The Planning Committee utilizes a variety of tools to evaluate possible future library capital projects, including, but not limited to:

- (1) The Library Capital Facilities Master Plan, which includes long range planning for library services.
- (2) The Library Guiding Principles for Establishing Priorities (see [Attachment A](#)), that includes library and county guidelines related to capital projects,
- (3) The Capital Facilities Ranking Worksheet (see [Attachment B](#)), that:
 - (a) Examines existing structure and site needs, including building condition and site considerations.
 - (b) Adheres to Library standards and concurrency, analyzing square footage per capita, service activity levels, and planning concurrency.
 - (c) Considers cost impacts.
 - (d) Allows for other considerations, including soliciting public input, community considerations, partnership opportunities, socio-economic factors, and historical/cultural significance.
 - (e) The Ranking Worksheet utilizes a points system based on consensus scoring by the Planning Committee.
 - (f) The Budget Committee provides input on the cost impacts.

- (4) Once the Planning Committee creates its ranked *Library Service's CIP Unfunded Capital Project Request List*, the committee votes to approve its recommended list. Once approved, the recommended list goes to the Library Board for discussion and a vote.
- (5) The Library Board submits its recommended *Library Service's CIP Unfunded Capital Project Request List* to the county's Management and Budget Department.
- (6) The Board of County Commissioners determines the *Library Service's CIP Unfunded Capital Project Request List*.

4. AUTHORITY:

Pursuant to Section 5(1) of [Chapter 84-443](#), Laws of Florida, the Library Board has the duty and the responsibility, among others, to serve in a recommending capacity to the Director of Library Services and to the County Administrator in respect to all matters pertaining to the public library.