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Date: March 1, 2022  
To: Honorable Mayor and Councilmembers  
From: Jody Meza, Library Director  
Marti Brown, City Manager  
Subject: Library Grant Application

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**Recommendation:**

Authorize the City Manager, or her designee, to submit a grant application in the amount of \$55,000 and to use \$17,500 from the City of Willows Library Impact Fee account as the local match in order to replace heating and air conditioning units and the main entrance doors in the Willows City Library.

**Rationale for Recommendation:**

The existing heating and air conditioning units that service the library are outdated and regularly fail requiring service and repairs. As a result, the building is unheated or uncooled for several hours or days at a time. Additionally, the main entrance doors to the library are failing.

**Background:**

For the past few years, the Willows Library has regularly had problems in the winter and summer with its Heating, Ventilation and Air Conditioning (HVAC) system. In the winter, the HVAC may not properly heat the building and in the summer the HVAC frequently fails to cool the building. In addition, the main entrance doors to the library are also failing and require frequent repairs and adjustments to satisfy the Municipal Code, as well as the American's with Disabilities Act.

**Discussion & Analysis:**

Unreliable heating and cooling presents a critical building maintenance issue as the Willows Library serves as an official "cooling center" site for the community during periods of extreme heat, as well as impacting the health and safety of library patrons and staff. The main doors to the entrance of the library are also failing and require frequent repairs.

As a result, staff recommends applying for a Building Forward Infrastructure grant in the amount of \$55,000 from the California State Library that requires a \$17,500 local match if awarded. The approximate cost to replace two 2-ton HVAC units is \$60,000 (based on a quote

received from an HVAC installer). The estimated cost to replace the doors is approximately \$10,000.

It is worth noting that Library Impact Fees can only be used for capital improvements to the building that would benefit new (and existing) library service users. Replacing the HVAC unit and doors, is a capital improvement and, therefore, are a qualified use of Library Impact Fees.

**Fiscal Impact:**

The current Library Impact Fee account balance is \$140,000. By using \$17,500 of it for a local match for the grant, the balance would be reduced to \$122,500.