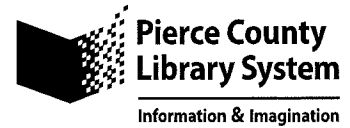

M E M O



Date: October 10, 2011

To: Chair J.J. McCament and Members of the Board of Trustees

From: Clifford Jo, Finance & Business Director

Subject: 2012 Capital Improvement Plan

Attached is the table of Capital Improvement Plan projects for 2012. We are still working on 2013 – 2016 projects, and will present those to you during the November and December Board meetings.

Significant projects include efficiencies and service improvements in the branches. These projects are designed to improve customer experience while using the libraries, including media security.

We will speak to these during the Board meeting and would like your feedback. For some of the projects, department heads will draft project narratives and will have those for your review beginning in November.

2012 - 2016 Capital Improvement Plan 2012 Planning

	<u>2012</u>
Beginning Fund Balance (estimated)	1,700,000
REVENUES	
General Fund Transfer	806,280
Total Inflows	806,280
Total Funding Available	2,506,280
PROJECTS	
Commitments	
UP 5,000 sq feet expansion (10-year contractual)	120,000
Direct Customer/Branch Services Projects	
Branch workflow and service efficiencies	359,700
Media Security*	30,000
Vendaprint software/print stations*	152,000
Contact Center Service	100,000
Major Maintenance	
HVAC replacements (PAC, SUM)	537,600
Roof replacements (EAT, SUM)	289,400
Interior painting (SUM)	19,000
Vehicles	
Bookmobile contingency for major repairs	35,000
Delivery van replacements	68,000
Equipment and Technology	
Customer Internet Experience Enhancements	110,000
Total Capital Project Budget	1,820,700
Contingency Needs	50,000
Ending Fund Balance (estimated)	635,580

* Cost recovery