
M E M O



Date: October 4, 2010

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

From: Clifford Jo, Director of Finance & IT

Subject: 2011 Capital Improvement Plan

Attached is the table of Capital Improvement Plan projects for 2011. We are still working on 2012 – 2015 projects, and will present those to you during the November and December Board meetings.

The Fife Library is the significant project in terms of cost for 2011. Significant funds are required; however, in lieu of leasing, purchasing land and the modular unit actually helps long-term cash strains in the operating budget. In our exhaustive review of available land, leasing both the land and the modular unit would either be close to or exceed the costs of ownership, so it makes fiscal sense to purchase property and the modular.

Other significant projects include efficiencies and service improvements in the branches and at PAC. 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.

2011 Capital Improvement Plan

Beginning Fund Balance (estimated)	<u>2011</u> 700,000
REVENUES	
2% Cash Transfer	571,298
Additional transfer	250,000
UP Capital Campaign (balance due)	200,000
Transfer for Fife	3,000,000
Total funding available	4,721,298
PROJECTS	
Commitments	
UP 5,000 sq feet expansion (10-year contractual)	120,000
UP Communications	19,000
Fife Library (estimated)	2,856,595
Direct Customer/Branch Services Projects	
Branch workflow and service efficiencies	237,000
Media Security	255,000
Vendaprint software/print stations	50,000
Laptop Power (TIL, SMT, EAT, BUC, ORT, DPT)	15,000
Indirect Customer/Support Service Projects	
PAC workflow efficiencies	100,000
Major Maintenance	
Roof replacement (BUC, GHM)	81,000
HVAC replacement or upgrades (BUC, PAC)	127,000
Interior painting (BUC, GIG)	26,000
Carpet replacement (GIG)	107,000
Boiler/HVAC replacement (LWD)	238,000
Elevator upgrade (LWD)	15,000
Security Camera Upgrade (PKS)	13,000
Vehicles	
Vertical Lift	15,000
Bookmobiles (contingency for repairs)	35,000
Total Capital Project Budget	4,309,595
Contingency Needs	50,000
Ending Fund Balance (estimated)	361,703