

**SAMPLE PUBLIC LIBRARY
LIBRARY CAPITAL PROJECTS PLAN FOR YEARS 2007 - 2009**

Contact Information

Library Director: Jane Doe
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Description of Library District

Describe service area/boundaries including names of Cities, Towns, and Townships.

Ex: "The Library district includes all areas of Sample Town and X and Y Townships."

Describe contractual agreements.

Ex: "The Library contracts with Z Township to provide services...."

Composition of library board an by whom they were appointed.

Ex: "The board is comprised of seven trustees. The trustees are elected as follows: one member appointed by the County Council, one member is appointed by the County Commissioners..."

Number of people employed by the library and status (part-time/full-time)

Ex: "Sample Public library employs five full time staff and two part time staff..."

Current annual budget for all funds including property tax rates and levies.

Example:

<u>Fund</u>	<u>Budget</u>	<u>Tax Levy</u>	<u>Tax Rate</u>
Operating	\$ 300,000	\$ 350,000	\$ 0.0161
LIRF	25,000	-	\$ -
Debt Service	200,000	300,000	\$ 0.0138
LCPF	100,000	290,000	\$ 0.0133

Library Facilities

Main Facility

Example:

Facility Name: *Sample Public Library*
 Location: *100 North Street, Sample, Indiana*
 Year Constructed: *1970, Expansion in 1990*
 Estimated Current Value: *\$ 1,500,000*
 Evaluation of Condition: *The condition of this facility is good; however, this facility will need a new roof in 2008 and the plumbing will need to be upgraded in 2009.*

Branch

Facility Name: *West Sample Library*
 Location: *200 West Street, Sample, Indiana*
 Year Constructed: *1985*
 Estimated Current Value: *\$ 750,000*
 Evaluation of Condition: *The facility needs several improvements including a new roof and HVAC system.*

Land for Future Needs

Ex: "The Library owns a tract of land on the corner of North Street and Oak Street in Sample Town. This land will be used to provide space for the expansion project planned in 2010."

Library Service Area and Statistics

Service area in square miles.

Approximate number of patrons served by the library.

Available services and annual statistics (hours of service, collection size, types of services, special programs).

Other special notes of interest.

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Funding Resources

Example:

<u>Resources</u>	<u>2007</u>	<u>2008</u>	<u>2009</u>
January 1 Cash Balance	\$116,449	\$193,800	\$279,600
Property Tax Revenue	159,111	165,473	172,065
Misc. Revenues (Excise, CVET, and FIT)	15,911	16,547	17,207
Other	<u>2,329</u>	<u>3,780</u>	<u>5,328</u>
Total Resources	<u>\$293,800</u>	<u>\$9,503</u>	<u>\$10,672</u>
Allocation for Future Projects	\$193,800	\$279,600	\$374,200
Projected Assessed Valuation	1,196,322,565	1,244,155,468	1,293,721,686
Projected Tax Rates	0.0133	0.0133	0.0133

Proposed Use of the Library Capital Projects Plan

Example:

Plan Year 2007

An appropriation of \$5,000 is planned for the replacement of windows on the north side of the main library facility. An appropriation of \$20,000 is being set aside for emergencies. An appropriation of \$10,000 is planned to purchase a security system. An appropriation of \$65,000 is budgeted for the purchase and maintenance of computer hardware and software.

Allocation for Future Projects

Funds are being accumulated to provide funding for an expansion project scheduled to begin in 2010.