

Capital Facilities Ranking Worksheet

2009 Final

Project Title
Description

1. Existing Structure and Site Needs (If applicable)

Are building conditions such that replacement of the facility is preferable to renovation?
Does Board Policy 03.02.02.06 Prioritization of Capital Projects apply?

A. Building Condition

Age of building?
0 – 10 years: 0 points
11 plus years : 1 point

Years since last structural enhancement.
0 – 10 years: 0 points
11 plus years : 1 point
Examples:
Additions
Major Renovations
Expansions

Sufficient to meet library requirements? Y=0 N=1
Examples: *Point awarded if majority of examples are insufficient.*
Children's Area
Literacy/PC Labs/Meeting Rooms
Reading Room
RFID

Adequacy of major building systems:
Yes: 0 *Point awarded if majority of systems inadequate.*
No: 1

<input type="checkbox"/>	Structurally adequate
<input type="checkbox"/>	Roof
<input type="checkbox"/>	HVAC
<input type="checkbox"/>	Lighting/Electrical
<input type="checkbox"/>	Telecommunications
<input type="checkbox"/>	Plumbing
<input type="checkbox"/>	Life/Safety
<input type="checkbox"/>	Asbestos
<input type="checkbox"/>	ADA compliance

B. Site Considerations

Yes: 1
No: 0

	<i>Point awarded if majority of site considerations are inadequate.</i>
	Is site adequate for current and potential future needs?
	If site is inadequate, is adjacent land available if necessary?
	Does site accommodate co-location potential with other service providers?
	Visibility adequate?
	Access/parking capacity adequate?
	Public Transportation access?

	<i>Constraints? Y = 0, N = 1</i>	<i>Award point if majority of examples are not a problem.</i>
		<i>Examples:</i>
		<i>Storm water retention requirements</i>
		<i>Sinkholes</i>
		<i>Terrain/topography</i>
		<i>Protected trees</i>
		<i>Barriers such as roads, rivers, etc.</i>
		<i>Psychological barriers such as gated entrances, etc.</i>

2. Library Standards and Concurrency (Establishing need for a public library)

A. Square Footage per capita

Award points only if a current deficit exists in Planning Area.

#####	Square Footage required to attain .5 sq. ft. per capita in Planning Area.
#####	How much would this project reduce the deficit* as of current year excluding other potential projects within the Planning Area.

Methodology: Add sq. ft. this project would add to the current square footage in Planning Area and re-calculate sq. ft. per capita, then subtract current sq. ft. per capita.

Multiply difference by 100. For example:

Current sq. ft. per capita: #DIV/0!
Revised sq. ft. per capita: #DIV/0!
Additional sq. ft. per capita: #DIV/0!
Add! sf per capita x 100: #DIV/0!

2009	2009	2009	Revised	Revised
Estimated	Plan Area	Sq. Ft.	Plan Area	Sq Ft
Population	Sq. Ft.	Per Capita	Sq. Ft.	Per Capita
		#DIV/0!		#DIV/0!

**Award points only for additional sq. ft. per capita up to the .5 Standard.*

B. Service Activity Levels*

0	Service Activity Quotient: <input style="width: 50px;" type="text"/>
	Total of the following activity factors:
	Circulation per sq. ft.
	Computer sign-in per sq. ft.
	Program attendance per sq. ft.
	Reference transactions per sq. ft.
	Library visits per sq. ft.
	Meeting Room usage per sq. ft.
	Turnover rate

← *Enter Service Activity Quotient*
For new facility, use systemwide average
** Methodology: Divide quotient by 10.*
For new projects, use systemwide average.

C. Planning Concurrency

Yes: 1

No: 0

Award point if project is concurrent with at least one planning effort.

Library Master Plan concurrency Y/N

Concurrent with City and County Community Based Planning? (Y/N)

3. Cost Considerations

Library Board Budget Committee considers cost impact and awards points for this section, and sends results to the Library Board Planning Committee

4. Bonus Section

0-5 points, based on the average points awarded

Adequate input shall be sought through public meetings, Friends of the Library chapters, other governmental agencies, schools, community business associations, Homeowners Associations, etc. , to inform Library Board of community need and support for proposed project.
for proposed project.

Community Considerations may include, but not limited to:

- Documented visible community input
- Friends of the Library input
- Other agencies
- Schools
- Rentals /Temporary locations that lead to new facilities
- Historical/Cultural Significance
- Socio-Economic factors
- Extenuating factors
- Supports County-Wide Library Resources

Basis for awarding bonus points:

Summary:

Point Total

Additional Factors:

Planning Area:
Other Projects under consideration within Planning Area.

Annual Operating Cost Estimate:
Number of additional positions required:
Notes: