



Capital Projects Plan

FY 2021



Introduction

Livingston Parish Library Board of Control recognizes the value of the public's investment in the parish-wide library system. It is also the Board's responsibility to protect this investment by maintaining library facilities in the most prudent, respectful manner, thus, ensuring that the library continues to serve its community for many years to come.

Capital improvements require careful planning and timely allocation of funds. Livingston Parish Library pays for projects by dedicating three to four percent of its annual revenue. The FY2021 Capital Projects Plan identifies numerous capital expenses, which include building repairs, improvements, computer upgrades, and vehicle purchases. This document also provides a recommended schedule for future expenditures their estimated cost, which are listed at the end of this message.

FY 2021 Projects

1. Roofing Shingles Replacement, Main Branch

It is widely accepted that architectural shingles are rated to last 25-30 years before they need to be replaced. However, in our experience, most of the roofing shingles at the branches failed in the first 10-13 years. As of August 2020, the Main branch is due for roof replacement because of the deteriorating shingles. The warranty claim has been submitted to the manufacturer. However, if the claim is denied, the library will incur the expense of repairs, which are estimated at \$70,000.

2. Computer Upgrades, System-Wide

Livingston Parish Library offers its patrons free access to public computers, Office applications, and fast access to the Internet. A typical industry warranty covers computer repairs and replacements for five years since the date of the purchase. In 2021, most of the staff and public computers will have reached the end of their warranty period. A system-wide upgrade will allow the library to replace up to 250 computers at an estimated total cost of \$300,000. The upgrade will also include the underlying server and management infrastructure to support the new system. The library is currently obtaining quotes for the upgrade. A more detailed proposal will be submitted to the Board in the first quarter of 2021.

3. Vehicle Purchases

The library owns several vehicles that are used for business purposes. The oldest vehicle was purchased in 2009 and has become unreliable and unsafe to operate; it needs to be replaced. The library administration would also like to purchase a vehicle specifically for building maintenance needs due to the new Facility Maintenance Technician position being added in 2020. Both vehicles will be purchased by using the Louisiana State Contract at the cost of approximately \$25,000 each.

4. LED Retrofit, Watson Branch

The cost of maintaining fluorescent bulb fixtures is increasing due to frequent bulb failures, the shortage of ballasts, and the labor cost associated with the frequent repairs. The library administration would like to retrofit the Watson branches with newer, more energy-efficient, longer-lasting LED fixtures. The projected cost of upgrades is \$35,000.

5. Study Rooms

Based on the increasing demand for meeting/study spaces, the administration would like to add study rooms at the Albany-Springfield, Watson, and South branches. The cost of adding these amenities will have to be formally confirmed by an architect, but should not exceed \$110,000.

6. Additional Storage Space

The administrative location serves as the main hub for the system-wide distribution of programming supplies. The increasing programming needs require additional storage space. In addition, the area may include three additional offices. The existing storage space will be retrofitted to provide workspaces and cubicles for future hires. The approximate cost of construction is \$464,000.

The projects listed below cover the completed (2017-2020) and future projects (through 2033). The 2021-2033 plan also includes future branch construction as an option. The Livingston Parish Administration is conducting a Community Needs Assessment to determine the need for new library locations.

Summary

Thanks to the current Plan and the adopted Pay-As-You-Go (PAYGO) approach of managing reserves, the library was able to complete 40 capital projects between 2017-2020, which totaled to \$1,206,701. By following the existing strategy of managing revenue, the Livingston Parish Library system will be able to accomplish its goals without approaching the voters for millage increases or long-term financing of the project through bonds.

/s/Giovanni Tairov

Livingston Parish Library

Summary of Projects FY2017-2033

Year	Administration	Albany	Denham	Main	South	Watson	New Branch	Multiple locations	Grand Total
2017	\$ 26,880.00		\$ 74,686.00						\$ 101,566.00
2018	\$ 309,169.00	\$ 42,541.00	\$ 126,697.00		\$ 59,112.00	\$ 68,373.00		\$ 6,260.00	\$ 612,152.00
2019		\$ 16,134.00	\$ 77,711.00	\$ 18,230.00	\$ 9,214.00	\$ 19,078.00		\$ 20,410.00	\$ 160,777.00
2020	\$ 125,343.00	\$ 69,336.00	\$ 52,900.00		\$ 22,030.00	\$ 42,794.00		\$ 22,000.00	\$ 334,403.00
2021	\$ 514,000.00	\$ 139,720.00		\$ 92,670.00	\$ 56,000.00	\$ 80,000.00		\$ 161,470.00	\$ 1,043,860.00
2022				\$ 500,000.00	\$ 180,000.00	\$ 90,150.00			\$ 770,150.00
2023	\$ 100,000.00								\$ 100,000.00
2025		\$ 57,750.00	\$ 90,150.00						\$ 147,900.00
2026	\$ 36,000.00						\$ 2,500,000.00	\$ 300,000.00	\$ 2,836,000.00
2028			\$ 80,000.00						\$ 80,000.00
2029				\$ 133,000.00					\$ 133,000.00
2030					\$ 46,500.00	\$ 80,000.00			\$ 126,500.00
2031	\$ 40,120.00	\$ 30,000.00		\$ 68,000.00				\$ 300,000.00	\$ 438,120.00
2032			\$ 30,000.00						\$ 30,000.00
2033	\$ 30,912.00	\$ 49,037.00	\$ 75,609.00		\$ 43,125.00	\$ 92,545.00			\$ 291,228.00
Grand Total	\$ 1,182,424.00	\$ 404,518.00	\$ 607,753.00	\$ 811,900.00	\$ 415,981.00	\$ 472,940.00	\$ 2,500,000.00	\$ 810,140.00	\$ 7,205,656.00

Completed and Future Capital Projects, FY 2017-2033

Year	Location	Project	Description	Cost
2017	Administration	Replacement -- Roof	Roof replacement due to faulty shingles	26,880
2017	Denham	Replacement -- Roof	Scheduled roof replacement	65,747
2017	Denham	Replacement -- Ceiling Tile	FEMA disaster relief	3,439
2017	Denham	Replacement -- Carpet tiles	FEMA disaster relief	5,500
2018	Administration	Purchases -- Vehicles	Delivery Vehicle	26,894
2018	Administration	Purchases -- Vehicles	Outreach Vehicle	179,990
2018	Administration	Purchases -- Vehicles	Staff Vehicle	22,929
2018	Administration	Purchases -- Network Equipment	Scheduled network upgrade	21,858
2018	Administration	Purchases -- Equipment	Security Cameras	9,671
2018	Administration	Purchases -- Equipment	Security Server	6,884
2018	Administration	Construction -- New	Parking Lot Extension	24,000
2018	Albany	Repairs -- Roof	Scheduled roof replacement	42,541
2018	Denham	Purchases -- Furniture and Fixtures	Furniture replacement in select areas	108,774
2018	Multiple locations	Purchases -- Furniture and Fixtures	Furniture replacement in select areas	6,260
2018	Denham	Purchases -- Equipment	Digital signage	17,923
2018	South	Replacement -- Roof	Scheduled roof replacement	37,465
2018	South	Purchases -- Equipment	Digital signage	11,976
2018	South	Purchases -- Equipment	Security Cameras	9,671
2018	Administration	Purchases -- Equipment	Security Cameras	16,943
2018	Watson	Construction -- New	Sidewalks	13,986
2018	Watson	Replacement -- Roof	Scheduled roof replacement	54,387
2019	Denham	Capital Outlay - Improvements	Grounds/pond work	30,820
2019	Denham	Capital Outlay - Improvements	AV intergration	20,436
2019	Watson	Purchases -- Equipment	Security Cameras	12,158

2019	Denham	Purchases -- Equipment	Security Cameras	26,455
2019	Main	Purchases -- Equipment	Security Cameras	18,230
2019	Albany	Capital Outlay - Improvements	Meeting room wall repair	9,214
2019	South	Capital Outlay - Improvements	Meeting room wall repair	9,214
2019	Albany	Capital Outlay - Improvements	Canopy repair	6,920
2019	Watson	Capital Outlay - Improvements	Canopy repair	6,920
2019	Multiple locations	Purchases -- Equipment	Misc Equipment	20,410
2020	Denham	Capital Outlay - Improvements	LED Lights Retrofit	52,900
2020	Administration	Purchases -- Computers	Server upgrades	15,000
2020	Multiple locations	Purchases -- Computers	OPAC Computers upgrade	22,000
2020	Albany	Purchases -- Furniture and Fixtures	Teen area renovation	22,105
2020	South	Purchases -- Furniture and Fixtures	Teen area renovation	22,030
2020	Watson	Purchases -- Furniture and Fixtures	Teen area renovation	42,794
2020	Administration	Software -- ILS Migration	Scheduled ILS migration	110,343
2020	Albany	Purchases -- Equipment	Security Cameras	17,245
2020	Albany	Capital Outlay - Improvements	LED Lights Retrofit	29,986
2021	Administration	Purchases -- Vehicles	Maintenance truck	25,000
2021	Administration	Purchases -- Vehicles	Staff Vehicle	25,000
2021	Administration	Capital Outlay - Improvements	Building addition, offices and storage	464,000
2021	Albany	Construction -- Renovation	Building addition, study rooms	30,000
2021	Watson	Construction -- Renovation	Building addition, study rooms	30,000
2021	South	Construction -- Renovation	Building addition, study rooms	50,000
2021	South	Capital Outlay - Improvements	Paint adult and children's areas	6,000
2021	Albany	Capital Outlay - Improvements	Fence replacement	15,000
2021	Watson	Capital Outlay - Improvements	Fence replacement	15,000
2021	Main	Capital Outlay - Improvements	Lawn Grid	12,670
2021	Watson	Capital Outlay - Improvements	LED Lights Retrofit	35,000
2021	Multiple locations	Purchases -- Computers	Scheduled computer upgrades	161,470
2021	Main	Replacement -- Roof	Scheduled roof replacement	70,000
2021	Main	Purchases -- Equipment	IdeaLab 2 AV equipment	10,000
2021	Albany	Capital Outlay - Improvements	Property clearing	14,720
2021	Albany	Replacement -- HVAC	Cooling equipment replacement	80,000
2022	Main	Construction -- New	Outreach offices and bookmobile garage	500,000
2022	South	Construction -- New	Property beautification - Trail Construction	100,000

2022	South	Repair -- HVAC	DX Split Overhaul	80,000
2022	Watson	Replacement -- Carpet tiles	Scheduled carpert replacement	90,150
2023	Administration	Purchases -- Network Equipment	System-wide network equipment upgrade	100,000
2025	Denham	Replacement -- Carpet tiles	Scheduled carpert replacement	90,150
2025	Albany	Replacement -- Carpet tiles	Scheduled carpert replacement	57,750
2026	New Branch	Construction -- New	Construction of a new branch	2,500,000
2026	Multiple locations	Purchases -- Computers	Scheduled computer upgrades	300,000
2026	Administration	Repair -- HVAC	DX Split Repair	36,000
2028	Denham	Replacement -- HVAC	Cooling equipment replacement	80,000
2029	Main	Replacement -- HVAC	Cooling equipment replacement	133,000
2030	South	Replacement -- Carpet tiles	Scheduled carpert replacement	46,500
2030	Watson	Replacement -- HVAC	Cooling equipment replacement	80,000
2031	Multiple locations	Purchases -- Computers	Scheduled computer upgrades	300,000
2031	Administration	Replacement -- Carpet tiles	Scheduled carpert replacement	40,120
2031	Albany	Replacement -- HVAC	Heating equipment replacement	30,000
2031	Main	Replacement -- Carpet tiles	Scheduled carpert replacement	68,000
2032	Denham	Replacement -- HVAC	Heating equipment replacement	30,000
2033	Watson	Replacement -- HVAC	Heating equipment replacement	30,000
2033	Administration	Replacement -- Roof	Scheduled roof replacement	30,912
2033	Albany	Replacement -- Roof	Scheduled roof replacement	49,037
2033	Denham	Replacement -- Roof	Scheduled roof replacement	75,609
2033	South	Replacement -- Roof	Scheduled roof replacement	43,125
2033	Watson	Replacement -- Roof	Scheduled roof replacement	62,545
81	Total			\$ 7,205,656.00

Pay As You Go Plan

Year	Projects Cost	Available after expenses	Net Income	Fund Balance
2020				\$ 3,774,571.00
2021	\$ 1,043,860.00	\$ 2,730,711.00	\$ 567,177.00	\$ 3,297,888.00
2022	\$ 770,150.00	\$ 2,527,738.00	\$ 300,000.00	\$ 2,827,738.00
2023	\$ 180,000.00	\$ 2,647,738.00	\$ 300,000.00	\$ 2,947,738.00
2025	\$ 147,900.00	\$ 2,799,838.00	\$ 350,000.00	\$ 3,149,838.00
2026	\$ 2,836,000.00	\$ 313,838.00	\$ 300,000.00	\$ 613,838.00
2028	\$ 80,000.00	\$ 533,838.00	\$ 300,000.00	\$ 833,838.00
2029	\$ 133,000.00	\$ 700,838.00	\$ 300,000.00	\$ 1,000,838.00
2030	\$ 126,500.00	\$ 874,338.00	\$ 300,000.00	\$ 1,174,338.00
2031	\$ 438,120.00	\$ 736,218.00	\$ 300,000.00	\$ 1,036,218.00
2032	\$ 30,000.00	\$ 1,006,218.00	\$ 300,000.00	\$ 1,306,218.00
2033	\$ 291,228.00	\$ 1,014,990.00	\$ 300,000.00	\$ 1,314,990.00
	\$ 6,076,758.00			