

To: Mayor and Town Council

From: Library Board of Trustees  
Evelyn Daniel  
Bill Holton, Vice Chair  
Paul Jones  
Jessica Kem  
JoAnn Kerrick, Liaison, Friends of the Library



Bob Schreiner, Chair  
Margaret Siefert  
Betsey Wu  
Virginia Young

Subject: The Library Board's Recommendations for CIP

Date: January 21, 2004

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The Library Board is very grateful for the Council's actions on behalf of improving Library services for our citizens.

The current CHPL planning process was initiated by the Town Council in 1997 with the establishment of a Library Needs Assessment Task Force to identify long term Library service and facilities needs. The process produced a Library Master Plan in 2003, endorsed by the Council, with the big ticket item the expansion of the Library building.

With continuing Council support and huge voter approval, the main goal of our work took a big leap forward with the approval of the Library bond last November.

We are very mindful that the amount of money approved by the voters is for an expansion estimated in 2003 building costs. The size of the expansion will diminish as building costs inflate. Furthermore, delay will also deny our citizens Library services that they have enthusiastically requested by means of their votes, and that the Council's exhaustive planning process has indicated are needed when measured against widely accepted library service standards.

Our recommendations for the CIP are in accord with the Library Master Plan and the unambiguous results of the 2003 bond referendum.

*Building expansion*

1. Final pre-construction preparations. The Library Board recommends quick issue of bond funds adequate to begin architectural and engineering work for the full Library expansion. The CIP should be adjusted to include this item for 2004-2005. We also recommend additional bond funds for 2005-2006 to continue and complete this activity in an expedited manner, as necessary.
2. Construction. The Board recommends adding full Library expansion construction to the CIP as soon as practicable after the pre-construction preparations can be expected to be completed. We suggest that this bond funding be targeted for 2006-2007.

*Collection enhancements*

An enlarged facility will require a special allocation for books, CDs, periodicals, etc. to relieve pressures on a collection long limited by too little space. Therefore, the Library Board recommends that the CIP include funds for a one-time significant collection expansion to coincide with construction completion, targeted for 2007-2008, but possible perhaps earlier.

*Technology*

The Technology Plan of the Library Master Plan outlines many technology improvements, and the Board's recommendation is that the plan guide the CIP.

The Board repeats last year's recommendation that the priority items are the radio frequency identification system (RFID) to automate inventory and permit self-checkout, and the upgrade of the web-based catalog to the Millennium system to provide patrons with greater access to information.

The Millennium upgrade is underway, and the RFID system should remain a priority in the CIP.

The remaining technology items in the Library Master Plan should be funded according to the schedule in that document.

Thank you for your continued support of the Chapel Hill Public Library.

**Summary**

1. CIP recommendations associated with Library expansion:

<b>Year</b>	<b>Activity</b>
2004-2005	Bond funds to begin architectural and engineering work for expansion of Library building
2005-2006	Additional bond funds to continue and complete architectural and engineering work
2006-2007	Bond funds for construction of Library expansion
2007-2008 <i>(perhaps earlier)</i>	Non-bond funds for a substantial one-time expansion of Library collection

2. Library technology items on the CIP should follow the schedule in the Technology Plan of the Library Master Plan.