

Capital Improvement Plan for Crandon Public Library

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Definition:

Capital improvements are costs related to making changes to improve capital assets, increase their useful life, or add to the value of these assets. Capital improvements may be structural improvements or other renovations to a building, or they may enhance usefulness or productivity.

Capital improvements, which must be capitalized are distinguished from deductible repairs, which are more minor in nature.

Purpose:

The purpose of this capital improvement plan is to identify and keep an accurate record or inventory of the building's problems to facilitate systematic repairs and maintenance. Through routine inspection and cyclical maintenance, the useful life span of a building and its historic fabric will be greatly increased.

Inspection:

A yearly inspection should be performed to identify any potential problems. Preventive maintenance involves regular inspection of those parts of the building that are most likely to get out of working order. The job of maintenance can be simplified if it is done systematically instead of haphazardly. A checklist is attached to provide a guideline for the annual inspection.

This checklist is to serve as a guide only:

- Roofing System
- Exterior Siding / Wall Materials
- Exterior Finishes (trim paint / shutters)
- Doors and Windows
- Grounds (landscaping and parking)
- Foundation
- Mechanical and Electrical
- Heating and Cooling System
- Interior Finish (floor covering / interior paint & wall coverings)
- Plumbing

Description of Current Improvements:

The Crandon Public Library was built in 2000 with masonry style construction on a full poured concrete foundation. This building appears to be a 2" x 6" construction with a hip style trussed roof line. This is a one story building with an elevator installed to access the lower level basement area.

The main library area has several different areas. The main area is an open area used for cataloging of books with multiple reading areas. There are two smaller sectioned area, one used for the office with the other used for a private computer area. The children's area has also been separated from the main area.

The entrance houses the two handicap accessible bathrooms along with the stairwell to the basement and the elevator shaft. There is also an additional basement entrance on the north end of the building to access the basement area.

The basement has been finished with a bathroom, break room, history room along with a large gathering room.

Off the gathering room on the north end of the building is the utility room that houses the forced air heating system with the three condensing units located outside on the north side of the building. The electrical service and telephone system are also located in this area.

The elevator system was not included in the check list or the capital improvement fond as this system is checked on a monthly basis with repairs being done as needed. For this reason, this item is considered an operating expense rather than a capital improvement.

2015 Inspection:

The subject building was inspected by Stacy Karcz and Michelle Gobert in July of 2015. This was the first inspection done as part of a capital improvement plan. For this reason recent updates from previous years needed to be addressed along with current issues and potential repairs.

The building had some recent updates that include a security system, Internet system, and handicap accessible entrance. The roof was replaced in 2012 with a new concrete sidewalk installed in 2013.

The building for the most part has been well maintained however at the time of the on-site inspection items that need immediate repair included:

- Faded Shuttered and Broken Shutter Clips
- Down spouts need to be repaired or replaced
- Flooring throughout the building needs to be replaced
- Men's Urinal needs to be replaced
- 1 condensing unit needs to be repaired or replaced
- Thermostat needs to be moved to the inside wall of the children's room

Other repair items that need to be considered within the near future include updating for both bathrooms, replacement of the water fountain, interior painting, additional outlets in the basement, along with Internet drops in the basement area.

Other items that need to be addressed in the future pending funding would include the lack of storage and space needs which may involve remodeling of the current floor plan.

Check list at the time of the 2015 inspection.

Mechanical Item	Year Replaced	TEL	REL	Working Condition
• Roofing System	2012	35	30 - 35	Good
• Exterior Siding	Not Replaced	70	55	Good
• Exterior Finishes	Repainted 2015	5	5	Good (Shutters

were considered an immediate repair and not included in the exterior finishes)

• Doors and Windows	Not Replaced	30	15	Average
• Grounds	None	30	15	Average
• Foundation	None	70	55	Good
• Mechanical & Electrical	None	50	35	Good
• Heating & Cooling System	None	25	10	Average
• Interior Finish	Unknown	10	5	Average
• Plumbing	None	25	5	Fair

(the interior flooring was considered an immediate repair)

Budgeting for Future Repairs:

Proper budgeting for future repairs will allow for a more consistent yearly repair budget with minimal surprises. Allocating for a repair reserve fund would allow for the proper funding to be available at the time of the needed repair.

Repair Item	Cost to Repair	REL	Repair Reserve per Year
Furnace	\$20,000 est.	10	\$2,000 per year
Interior Painting	\$5,000 est.	5	\$1,000 per year
Exterior Painting	\$2,500	5	\$500 per year
Bathroom	\$25,000	5	\$5,000 per year

The above is a list of major items that will need updating / repairs within the next 10 years and have not been budgeted for accordingly since the building was built in 2000. Once these items are replaced and repaired the repair reserve fund yearly payment should be recalculated. The other repair items with more than a 10 year life would require an additional \$2,000 per year payment annually which should cover the repairs at the time of the needed replacement.

A yearly repair reserve payment of \$10,500 should be made for the next five years to account for the needed repairs however this payment does not take into consideration any current funds available.

Based on the information that was obtained there is a current capital improvement fund of \$ 18,500 for the library. Of that \$ 18,500, the immediate repairs needed would account for around \$7,000 of this repair fund. This would leave \$11,500 in the capital improvement fund. This would deduct \$2,300 per year from the needed payment for the next five years. This would require a total repair reserve fund payment of \$8,200 per year for the next five years to cover the needed repairs. After five years, the annual payment would need to be recalculated.

Putting the repair reserve fund in an interest baring account would allow the fund to grow accounting for any needed inflation or unforeseen repairs in the future.