

Memorandum

13 August 2024

A special session of the Friends of the Library leadership was held on 13 August 2024 to discuss project finances, protocols, requirements, and status of fundraising efforts. The following individuals were in attendance: Bonnie Cap, Mary Hiatt, Jessie Aldridge, Rich Bartz, Josh Rose, Sheila Cantine, Peggy Vick, Izzy Keppner, Sidney Phibbons, Kat Clowers, and Bob Fuller.

A more detailed summary of this meeting will be disseminated by the recording FOL secretary soonest. The purpose of this memorandum is to advise the Project Oversight Committee of appropriate issues that will require consideration and approval.

Finances – Currently, the new library is fully funded and FOL has \$24,000 available to support additional modifications with an end-of-year projection of another \$30,000 from Vanguard dividend and NC/County tax refund. This sum is considered the reconstituted contingency fund. It is noteworthy that there are presently 10 change orders associated with the project that have been approved and funded. There is a potential 20-day delay associated with these changes.

Requirements – The list of the five un-executed and unfunded alternates for the project was reviewed and only the generator transfer switch was deemed worthy of pursuit. The original bid cost was \$27,500. If executed, this feature would cost approximately 10 to 15% more. The need for ADA approved handicapped accessible doors was a more pressing requirement. The original intent was to have the existing ADA doors at the library relocated to the new structure. However, this

was not feasible after technical review by the original installer. A cost estimate for the main entrance and rear entryway is being pursued and will be presented to the POC for approval as the cost is estimated to be \$25,000.

Protocols – Procedures for new building site visits, press contact and public statement releases, and development and archival retention of fundraising efforts (i.e., grants, fundraisers) were discussed. All site visits to be coordinated with Rich, Sidney or Kat. Public information release through the press and local media to be coordinated through Mary Hiatt. Documentation for grant writing and fundraising efforts to be coordinated with the library branch manager and filed accordingly. Initially, this grant writing effort to be made available through the Google “cloud” which will be established by Mary Hiatt to be accessed by FOL, et al.

Naming Opportunities – This area was deferred to the early 2025 time period.

Summary

The ADA doors is deemed a valid requirement. Cost estimates are being prepared and will require approval.

The transfer switch funding is likely through current Blue Cross/Blue Shield contacts and other fundraising venues.

Discussions with Walker Architecture will provide greater insight into project impacts.

