

WNPL Capital Projects Evaluation Criteria

The following has been developed for capital project evaluation based on the evaluation criteria utilized by the City of Modesto, CA, and, to a lesser extent, the City of Huntington Beach, VA, and the Town of Arlington, MA. If we adopt these criteria, every project would be evaluated against all five criteria and be assigned points for each, perhaps on a scale of -5 to +5. This would result in the most objective process possible and lead to consistent decision-making.

Criterion #1 - Health, Safety and Other Mandates

- Does the project improve or specifically address a health, safety or other regulatory mandate in the community?
- Does the project specifically address a legal requirement or abate a potential health or safety crisis?
- Does the project eliminate or prevent an existing health, environmental, or safety hazard?

Criterion #2 - Supports Stated Library Goals

- Does the project help meet the goals and/or the priorities of WNPL?
- Does the project help implement action items in the Strategic Plan, or other adopted plan?
- Has the project been specifically identified by the public in previous community forums, surveys, etc.?
- Has the project consistently been included in previous capital improvement programs?

Criterion #3 - Fiscal Impact

- Does the project have a positive impact on the budget?
- Does the project bring in additional outside funds or grants in some proportion?

- Is the project realistic from a financial standpoint? (Consider direct costs, as well as ongoing and additional costs such as those to provide temporary services during implementation of the project.)
- Are funds already dedicated or available for the project?
- Will funding the project now result in a significant savings or economies of scale?

Criterion #4 - Impact on Service Levels

- Does the project relieve an overburdened situation?
- Does the project bring the service up to a desired level?
- Does the project improve service levels?

Criterion #5 - Relationship to Other Projects/Coordination

- Does the project coordinate well with other projects underway?
- Does the project tie into other proposed projects, and/or will the project be done in partnership with another community organization?
- Can the project be effectively coordinated with other projects (for instance, field carpet replacement be done in conjunction with furniture replacement?)
- Will all prerequisite projects be complete before this project is scheduled?
- Is the project timely or does it provide a critical window of opportunity?
- Is the project planned to create minimal disruption or inconvenience to the public?

Criterion #6 – Environmental sustainability

- Does the project meet our present needs without compromising the ability of future generations to meet their own needs?
- Does the project reduce the environmental impact of the Library?
- Is the project both positive for the environment and positive for the long-term financial health of the Library?