

TOWN OF OAK BLUFFS  
**Capital Improvement Program**

**Project Request Form**

(Please Type All Responses)

Date: 10/3/2020

Project No. \_\_\_\_\_

1. **Department:** Library
2. **Project or Equipment (Short Title):** Adjustable table for Teen Area
3. **Description and Purpose of Project or Equipment:** On the requirement of our Board of Trustees, the library must acquire an ADA compliant collaborative workspace in our YA area. The current configuration did not allow for teen collaboration, and a simple café table does not allow for accessibility.
4. **Justification of Project: (Why is it necessary to complete this project? What is the benefit to the Town?)**

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The town's library serves every member of our community, including our teenagers. The configuration of the YA space does not allow for the type of collaborative learning / working environments that teens require, so we are reconfiguring the space to align with professional best practices for young adult working and learning habits.

The café height table will allow for the kind of side-by-side collaboration that teens prefer, and the height adjustable nature will allow the table to be used by teens of all abilities.

In order to fit the space, we would require two desks pushed together.

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5. **STATUS OF PROJECT OR EQUIPMENT:** Estimate life of project or equipment \_\_\_\_\_ Years

SITE:                                     Secured                                     Not Secured                                     Not Required

SURVEY OF NEED:                     Under Study                                     Completed                                     Not Required

**PRELIMINARY PLANS**

OR SPECIFICATIONS:                 Under Study                                     Completed                                     Not Required

**FINAL PLANS OR**

SPECIFICATIONS:                     Under Study                                     Completed                                     Not Required

6. **PRIORITY**                    Urgent                     Necessary                     Desirable

7. **COST ESTIMATES**                                     Preliminary  Final

Land Cost                                    \$ \_\_\_\_\_

Construction Cost                        \$ \_\_\_\_\_

Equipment Cost                            \$ 2,338

Other Cost                                    \$ \_\_\_\_\_

**Total Cost**                                    \$ \_\_\_\_\_

8. **EFFECT ON ANNUAL OPERATING BUDGET:**

Operational (+)(-)                        \$ \_\_\_\_\_

Maintenance (+)(-)                        \$ \_\_\_\_\_

Total (+)(-)                                    \$ \_\_\_\_\_

9. **SOURCE OF FUNDS:**

Current Revenue                        \$ \_\_\_\_\_

Bond Issue                                    \$ \_\_\_\_\_                                    Years \_\_\_\_\_

Short Term Note                            \$ \_\_\_\_\_                                    Years \_\_\_\_\_

