Introduction

Calvary Baptist Church School have suffered from two civil wars thus the country has in adequate infrastructure and few number of educational institutions. The project aims to provide information to students in the country by establishing a public library. This will enable CBSC Students to have access to information through the use of books, journals, and also through online resources. The country does not have a library thus the need to develop one and enhance growth in education, business and overall development. The proposed library will be established in Sinkor Monrovia and will be connected online. Other benefits of developing the library are that it will assist in disseminating technology in the country and also enhance cultural and political development.

Cost analysis

The cost of establishing a library is mainly affected by the size of the intended library. One type of cost involved in establishing a library includes the cost of acquiring a facility in which the library will be housed. The facility can either be purchased or rented. An essential factor to consider in evaluating the facility is the weight load since libraries require high weight load thus the facility must be able to sustain the weight and should be suitable for other requirements such as shelves and local codes. Even though renting the facility is cheaper in the short run I would recommend purchasing the facility since it will be cost effective in the long run.

Other requirements necessary includes staff necessary to run the library and therefore costs will include labor cost. Costs included in managing staff include employee salary, social security, medical costs and the staff may require training. Labor conditions provided for in Liberia must be complied with ensuring employee welfare.

The library also requires adequate furnishings for public use. The type of furniture use in the library must have a long period of useful life. Furniture required in the library includes shelves, tables, chairs, work counter and catalog. Library users also expect the library to have material such as books, magazines and periodicals.

Utilities are also required in the library and this includes items such as internet access, electricity, water, and telephone lines. Utilities determine whether the library will effective meet set out objectives in serving Liberian people. Before opening the library supplies are required to assist in operations. Supplies necessary in setting up a library include stamps, card pockets, stationery, borrowing cards and bookends.

|  |  |
| --- | --- |
| Requirement | Cost amount |
| Facility | $00.00 |
| Annual salary and benefits | $ 00.00 |
| Training | $ 00.00 |
| Furniture and maintenance | $ 00.00 |
| Library collection | $ 00.00 |
| Utilities | $ 00.00 |
| Supplies | $ 00.00 |
| Total | $ 00.00 |

The library will finance its current expenditure through the use of currency revenues. The library budget should match expenditures to revenues and should not use borrowing in order to meet operating activities requirements. Transfer or disbursement of money within the Organization fund should have the Chairman’s approval and also the Board of Trustees.

The CBCSDO will also maintain a contingency fund whereby an amount up to two months operating expenditure is maintained in the fund. The fund can also be used to replace supplies and utilities. The fund balance can be used to provide revenue in balancing the foundation budget when this measure is necessary. Unexpected expenditures and capital expenses can be financed from the fund.

The Chairman and the Vice Chairman of Finance are charged with the responsibility of collecting and investing organization funds. Checks issued by the organization should have at least two signatories in order to control the use of CBCSDO funds and also the management board should have control over the use of Organization accounts.

Cash flow into the organization fund can be achieved by collecting overdue fees. Members who are late on due over Six-Nine months are charged 30% extra per year. Another strategy through which money can be raised is by the **organization** holding an annual fundraising event whereby members of the community are encouraged to support the Foundation for the benefit of the society. Funding raising efforts can also be carried out in public places such as churches.

The Organization and its members can sell raffles to raise funds whereby the population buys tickets in order to support the CBCSDO. The Foundation through its management can appeal to the government and donors for funds to support its mission in the country. CBCSDO members can also be given fundraising cards whereby they are encouraged to collect funds from friends, family and in their community thus ensuring that the fundraising initiative covers large areas.