

# **MINUTES OF THE ACADIA PARISH LIBRARY BOARD OF CONTROL**

**DATE:** September 8, 2014

**TIME:** 4:00 P.M.

**PLACE:** Crowley

**ROLL CALL:** Mrs. Judia LaCombe, President, Present  
Mr. Winston Boudreaux, Present  
Mrs. Patsy Cart, Absent  
Mrs. Janis Coignard, Present  
Mrs. Cynthia Dominick, Absent  
Mr. William B. Pinac, Present  
Mr. Conrad Mouton, Present  
Mr. Richard “Dickie” Latiolais, Ex-Officio, Present  
Mr. Ted Landry, Present  
Mrs. Christine Daigle, Present

With a quorum present, Mrs. Judia, called the meeting to order at 4:00 p.m.

**MINUTES:** **MOTION:** Mr. Pinac; **SECOND:** Mr. Mouton  
“That we dispense with the reading of the Minutes of June 9, 2014 and that they be approved as presented.”  
**UNANIMOUSLY APPROVED**

**BUSINESS:** **MOTION:** Mr. Pinac; **SECOND:** Mrs. Coignard  
"To authorize the library director to enter into an agreement with Associated Design Group to bid maintenance work for the Crowley Library according to the maintenance schedule presented at the meeting.  
**UNANIMOUSLY APPROVED**

A year to date financial statement was presented to the board.

The director informed the board of the upcoming release of Ann Mire’s book “Images of America-Crowley”.

The director reported that the phone system that was approved at the previous meeting has been installed.

The director informed the board that the library had a very successful summer reading program.

The next board meeting will be held November 17, 2014.

**ADJOURN:**      **MOTION** Mr. Mouton; **SECOND:** Mr. Pinac  
“That we adjourn (5:05 PM).”  
**UNANIMOUSLY APPROVED**

**APPROVED:**    11-17-2014

<b><u>CROWLEY MAIN LIBRARY</u></b>			
No.		Cost	Proposed Changes
	<b>Architectural</b>		
1	Remove main entry ramp & steps (294 SF X \$4.00)	\$1,176	\$1,176
2	Replace rear handrail damaged by vehicles	\$1,750	\$1,750
3	Repair rear copper canopy (Allow)	\$200	\$200
4	Remove wood panel infill between storefront windows & insert insulation & prefinished aluminum slat panels	\$32,400	\$32,400
5	Replace window glazing beads at aluminum storefront	\$1,170	\$1,170
6	New Entry Steps	\$9,856	\$9,856
7	Stainless Steel Handrails at front	\$3,762	\$3,762
8	Stainless Steel Handrails at side entry	\$2,223	\$2,223
9	Repair & tuckpoint brick at exterior	\$18,750	\$18,750
10	Clean & clear brick seal brick	\$13,125	\$13,125
11	Construct 8" CMU insulated wall infill with brick veneer at coiling door	\$5,760	
12	Remove side exit & vestibule aluminum storefront & doors to install ADA accessible entrances With hardware (2 door units X \$5,500)	\$11,000	\$11,000
13	Repair & paint exterior hollow metal door units	\$1,200	\$1,200
14	Remove Workroom walls behind circulation desk to install millwork & electrical for computer terminals	\$50,000	
15	Remove wallpaper, repair and paint all walls excluding behind shelving	\$54,000	
16	Remove toilet partitions in public restrooms & swap women and men to create ADA accessible restrooms to have a toilet & urinal in men & 2 toilets in women		
	A. Remove & replace toilet stalls	\$2,400	\$2,400
	B. Replace plumbing fixtures	\$6,400	\$6,400
	C. New granite countertops	\$1,440	\$1,440
	D. Replace ceramic tile floors & walls	\$14,757	\$14,757
	E. Replace toilet accessories	\$1,500	\$1,500
17	Replace carpet at the Circulation & Work Room areas	\$3,600	
	<b>Architectural Sub-Total</b>	<b>\$236,469</b>	<b>\$123,109</b>
	<b>Mechanical:</b>		
18	Replace Multi-Zone Handling Unit	\$200,000	
19	Replace Pneumatic Controls with DDC	\$8,000	
20	Replace Existing Roof Top Unit (7.5 ton)	\$19,000	
21	Modify 2 ton Split System & Add Outside Air	\$5,000	
22	Replace Exhaust Fan on Roof	\$2,000	
23	New Kitchen Hood & Suppression System	\$8,000	
24	Test & Air Balance All Air Systems	\$2,500	
	<b>Mechanical Sub-Total</b>	<b>\$244,500</b>	<b>\$0</b>

	<b>Plumbing:</b>		
<b>25</b>	<b>Replace Existing Water Cooler with New ADA Fxt</b>	<b>\$1,500</b>	<b>\$1,500</b>
<b>26</b>	<b>Revisions to Plumbing Required by New Flour Plan</b>	<b>\$15,000</b>	<b>\$15,000</b>
	<b>Plumbing Sub-Total</b>	<b>\$16,500</b>	<b>\$16,500</b>
	<b>Electrical:</b>		
<b>27</b>	<b>Replace Lighting in Reading &amp; Stack Areas</b>	<b>\$50,000</b>	
<b>28</b>	<b>Replace Restroom Light Fixtures</b>	<b>\$4,500</b>	<b>\$4,500</b>
<b>29</b>	<b>New &amp; Additional Exit &amp; Emergency Lighting</b>	<b>\$15,000</b>	<b>\$15,000</b>
30	Add Receptacle at Condensing Unit	\$1,000	
31	Replace Electrical Gear/Panels	\$70,000	
32	Add Receptacles in Stacks & Reading Areas	\$10,000	
<b>33</b>	<b>Replace Fire Alarm System</b>	<b>\$35,000</b>	
	<b>Electrical Sub-Total</b>	<b>\$185,500</b>	<b>\$19,500</b>
	<b>18% Contractor O &amp; P</b>	\$122,934	\$44,318
	<b>15% Contingencies</b>	\$102,445	\$36,931
	<b>ESTIMATED GRAND TOTAL</b>	<b>\$908,349</b>	<b>\$238,858</b>



# **RAYNE BRANCH LIBRARY**

No.		Cost	Proposed Changes
	<b><u>Architectural</u></b>		
<b>1</b>	<b>Creat a handicap Parking Area at Northwest site corner</b>		
	<b>A. Remove section of sidewalk</b>	\$ 547	\$ 547
	<b>B. Install retrofit storm drain catch basin</b>	\$ 4,200	\$ 4,200
	<b>C. Remove Tree Stump and infill with compacted dirt</b>	\$ 500	\$ 500
	<b>D. Reinforced concrete paving &amp; sidewalk</b>	\$ 2,488	\$ 2,488
<b>2</b>	<b>Replace main entry &amp; foyer storefront entrance doors for ADA access</b>		
	<b>A. Remove entry units</b>	\$ 775	\$ 775
	<b>B. New Insulated glass aluminum storefront system with hardware, sidelights and transoms</b>	\$ 13,872	\$ 13,872
<b>3</b>	<b>Exterior Repairs</b>		
	<b>A. Repair &amp; paint cement Plaster</b>	\$ 3,974	\$ 3,974
	<b>B. Replace shingled area &amp; roof edge metal</b>	\$ 34,034	\$ 34,034
	<b>C. Replace rotted fascia wood &amp; clad in 24 gauge prefinished metal</b>	\$ 3,359	\$ 3,359
	<b>D. Replace gutters &amp; downspouts</b>	\$ 3,218	\$ 3,218
	<b>E. Replace Caulking around openings</b>	\$ 1,855	\$ 1,855
<b>4</b>	<b>ADA Restrooms &amp; new finishes in Staff Restroom</b>		
	<b>A. Remove door units &amp; repair walls</b>	\$ 2,100	\$ 2,100
	<b>B. Remove CMU low walls</b>	\$ 140	\$ 140
	<b>C. Remove Sheet Vinyl Floors</b>	\$ 322	\$ 322
	<b>D. New ceramic tile flooring</b>	\$ 1,441	\$ 1,441
	<b>E. Ceramic tile base</b>	\$ 1,036	\$ 1,036
	<b>F. New swing doors with hardware</b>	\$ 3,500	\$ 3,500
	<b>G. Replace suspended ceilings</b>	\$ 393	\$ 393
	<b>H. Paint walls &amp; previously painted surfaces</b>	\$ 799	\$ 799
	<b>I. New toilet accessories</b>	\$ 800	\$ 800
<b>5</b>	<b>Interior Work</b>		
	<b>A. Replace Carpet at work areas</b>	\$ 3,432	\$ 3,432
	<b>B. Paint CMU walls</b>	\$ 10,452	\$ 10,452
	<b>C. Caulk seal top of exterior of CMU walls to roof deck</b>	\$ 1,150	\$ 1,150
	<b>Architectural Sub-Total</b>	<b>\$ 94,387</b>	<b>\$ 94,387</b>
	<b><u>Mechanical:</u></b>		
6	Replace Rooftop Units	\$60,500	
7	Replace existing exhaust fan	\$2,000	
8	New Kitchen Hood & Suppression System	\$8,000	
9	Test & Air Balance	\$2,000	
	<b>Mechanical Sub-Total</b>	<b>\$72,500</b>	

	<b>Plumbing</b>		
10	New Break Room & Kitchen Sink & Water Cooler	\$4,500	
11	Re-route Gas Piping Within Building	\$4,000	
	<b>Plumbing Sub-Total</b>	\$2,488	
	<b>Electrical:</b>		
12	Replace Lighting in Reading & Stack Areas	\$40,000	
13	<b>Replace Restroom Light Fixtures</b>	<b>\$1,500</b>	<b>\$1,500</b>
14	<b>New &amp; Additional Exit &amp; Emergency Lighting</b>	<b>\$15,000</b>	<b>\$15,000</b>
15	Add Receptacle at Rooftop A/C Units	\$1,000	
16	Replace Electrical Gear/Panels	\$90,000	
17	Add Receptacles in Stacks & Reading Areas	\$10,000	
18	Replace Fire Alarm System	\$30,000	
	<b>Electrical Sub-Total</b>	\$187,500	\$16,500
	<b>18% Contractor O &amp; P</b>	\$64,238	\$32,560
	<b>15% Contingencies</b>	\$53,531	\$27,133
	<b>ESTIMATED GRAND TOTAL</b>	<b>\$474,644</b>	<b>\$ 170,580</b>



**CHURCH POINT BRANCH LIBRARY**

[illegible]

	<b><u>Mechanical</u></b>		
4	Insulate Mech. Rooms, Doors & Duct Connection	\$2,000	
5	Add outside air, motorized dampers, intakes	\$3,000	
6	Replace Exhaust Fans & Duct to Exterior	\$3,000	
7	Replace Refridgerant Piping Insulation	\$500	
8	Test & Balance	\$2,000	
9	Replace thermostats with Programmable Types	\$2,000	
10	Replace PVC Drain Pipe with Copper/Cover FD's	\$1,000	
	<b>Mechanical Sub-Total</b>	<b>\$13,500</b>	
	<b><u>Plumbing:</u></b>		
11	Replace Existing Fixtures to ADA compliant	\$12,000	\$12,000
12	Replace Water Heater	\$2,000	\$2,000
13	Revisions to Plumbing Required by New Floor Plan	\$15,000	\$15,000
	<b>Plumbing Sub-Total</b>	<b>\$29,000</b>	<b>\$29,000</b>
	<b><u>Electrical:</u></b>		
14	Replace Lighting in Reading & State Areas	\$25,000	\$25,000
15	Replace Restroom Light Fixture with Vent-Lite	\$500	\$500
16	New & Additional Exit & Emergency Lighting	\$5,000	\$5,000
17	Add Receptacle at Condensing Unit	\$500	\$500
18	Replace Electrical Gear/Panels	\$30,000	
19	Add Receptacles in Stacks & Reading Areas	\$5,000	\$5,000
20	Relocate Lighting Controls	\$4,500	\$4,500
	<b>Electrical Sub-Total</b>	<b>\$66,000</b>	<b>\$36,000</b>
	<b>18% Contractor O &amp; P</b>	<b>\$34,371</b>	<b>\$33,415</b>
	<b>15% Contingencies</b>	<b>\$34,371</b>	<b>\$27,846</b>
	<b>ESTIMATED GRAND TOTAL</b>	<b>\$297,881</b>	<b>\$246,900</b>



2:30 PM

09/08/14

Accrual Basis

# Acadia Parish Library

## Profit & Loss Budget Performance

### January through December 2014

	Jan - Dec 14	Budget	% of Budget	Jan - Dec 14
<b>Income</b>				
Ad Valorum Taxes	1,351,042.60	1,475,000.04	91.6%	1,351,042.60
Copies	15,870.85	14,000.04	113.4%	15,870.85
Fines	4,944.35	6,000.00	82.4%	4,944.35
Interest Income	3,696.07	6,000.00	61.6%	3,696.07
Memorials/Gifts	8,137.95	999.96	813.8%	8,137.95
Miscellaneous	12,434.64	6,999.96	177.6%	12,434.64
State Aid	0.00	0.00	0.0%	0.00
State Revenue Sharing	113,171.00	116,499.96	97.1%	113,171.00
<b>Total Income</b>	<b>1,509,297.46</b>	<b>1,625,499.96</b>	<b>92.9%</b>	<b>1,509,297.46</b>
<b>Gross Profit</b>	<b>1,509,297.46</b>	<b>1,625,499.96</b>	<b>92.9%</b>	<b>1,509,297.46</b>
<b>Expense</b>				
Advertising & Dues	1,002.00	1,500.00	66.8%	1,002.00
Books	59,864.56	99,999.96	59.9%	59,864.56
Building Maintenance	20,290.52	99,999.96	20.3%	20,290.52
Building Supplies	4,027.50	6,999.96	57.5%	4,027.50
Electronic Media	25,867.96	27,999.96	92.4%	25,867.96
Equipment - Office & Technology	24,188.50	35,000.04	69.1%	24,188.50
Health Insurance Expense	127,914.14	219,999.96	58.1%	127,914.14
Insurance - Property	26,092.52	24,999.96	104.4%	26,092.52
Insurance - Worker's Comp	3,242.00	3,099.96	104.6%	3,242.00
Library Supplies	12,650.49	15,000.00	84.3%	12,650.49
Microfilm/Film	6,925.00	5,000.04	138.5%	6,925.00
Office Supplies	19,041.52	24,000.00	79.3%	19,041.52
Outside Services	0.00	0.00	0.0%	0.00
Payroll Expenses	432,374.57	681,837.96	63.4%	432,374.57
Periodicals	9,900.35	12,000.00	82.5%	9,900.35
Pest Control	1,100.00	1,500.00	73.3%	1,100.00
Printing & Binding	25.91	999.96	2.6%	25.91
Professional Fees	35,653.99	30,000.00	118.8%	35,653.99
Retirement Expense	55,816.22	85,560.00	65.2%	55,816.22
Service Contracts	25,727.59	24,999.96	102.9%	25,727.59
Taxes-Payroll	5,019.34	13,200.00	38.0%	5,019.34
Telephone	15,506.39	24,000.00	64.6%	15,506.39
Travel & Education	3,986.65	7,500.00	53.2%	3,986.65
Utilities	33,459.97	51,999.96	64.3%	33,459.97
<b>Total Expense</b>	<b>949,677.69</b>	<b>1,497,197.64</b>	<b>63.4%</b>	<b>949,677.69</b>
<b>Net Income</b>	<b>559,619.77</b>	<b>128,302.32</b>	<b>436.2%</b>	<b>559,619.77</b>