Coldwater Branch Duct Cleaning

Part of the planned usage of the Assigned Fund Balance for Special Projects in the 2027 Budget is the cleaning of the ductwork at the Coldwater Branch, the last of the branches to have this done. There is $15,000 budgeted for this project.

We sought quotes and after evaluating them, the Building Committee recommends going with Breathe Free, out of Jonesville, for this project. By approving this now, we can get the project scheduled now so that the bill arrives after the start of the new budget year. Breathe free has worked at multiple branches in recent years and we are happy with the result.

The Building Committee recommends approving the quote from Breathe Free in the amount of $11,960, to be paid from the Assigned Fund Balance for Special Projects

Director's Office

One of the goals of our Strategic Plan was to increase the availability of meeting space, something difficult to do with our cramped facilities. An idea that has been on my mind for a while has been to repurpose what is currently the Director's office. Located on the second floor of the Coldwater Branch, this 216 square foot office is much more than is needed for the Director's position. Additionally, with its projector, screen, table, and chairs, this room is already set up to handle groups of 6-10 easily for meetings or programs without any additional expense or configuration required.

If we were to move the Director from the 2nd floor, where does that office go? Turning your attention to the nook in the hallway of the 4th floor of the Coldwater Branch (photo attached), this space is almost as large as the IT office across the hall, which has two workspaces, and has enough space for a desk, filing cabinets, and the occasional guest. Additionally, moving the Director to the fourth floor "admin" wing of the library would keep all of the district library staff in closer proximity to each other. Of course, this space lacks a wall or door, so I began to have conversations this year with contractors about this space.

Our HVAC contractor says all that needs to be done is put a vent in the ceiling from the duct that is already directly above the space. Our electrician says it's an easy task to drop a couple outlets down from above. In both cases, we are talking hundreds of dollars of work, not many thousands. So what's left is a wall with a door and woodwork that fits the look and feel of the hallway and the rest of the library. I asked three contractors if they would give us a quote for putting up a wall with a door. I asked the contractor who did the Coldwater Branch restroom renovation, the contractor who did the renovations at the Algansee Branch library, and most recently local contractor Zach Luckadoo. One never responded and one came to take a look

and then stopped replying to my queries. Only Zach Luckadoo actually turned in a quote, which I received yesterday.

Full disclosure, Mr. Luckadoo is the spouse of a library employee. That fact had nothing to do with me bringing his quote to you today. When I learned that a spouse of an employee was a contractor, I was simply excited that I might have a better chance of actually getting a response to my request for a quote. Licensed and insured, Mr. Luckadoo understood my goal of making the wall look as though it had always been there and to match the existing woodwork. Coldwater building codes require a special door for fire control purposes, which makes up a significant portion of the price of the project.

Mr. Luckadoo's quote is $9,211.88. Our purchasing policy requires me to "[seek] competitive pricing quotes" for general fund amounts over $5,000. I have sought them, I just have not received them. The Building Committee was comfortable recommending that we proceed with this quote as received.

If the Board sees fit to proceed, I would request that this $9,211.88 be paid from the Assigned Fund Balance for Special Projects.

Submitted by John Rucker