

Plainfield Public Libraries Board of Trustees

April 8, 2013

7:00pm – Philip Read Memorial Library

Both Libraries featured

DRAFT

Attending: Anita Brown, Mark Pensgen, Suzanne Spencer, Hillary Sundell, Nancy Norwalk (Director of PRML Library), Mary King, (Director of Meriden Library)

Members of the Public; Rod Wendt, Dennis Girouard

- A. Call to order & approval of agenda– 7:09pm
- B. Public Comments – Dennis asked about the current issues with the automation . Some discussion, but it was stated that we couldn't at this point go into any further discussion. Howe Library asked us to hold due to duplicate records.
- C. ADA Study Committee – Rod handed out report. Discussion on the four possible directions that we could go with the results. Possible to work with the ramp idea,
 - a. Discussion on broadening the committee's role, Judy Hallam's discussion with Concord. i.e. Americans with Disabilities "Title 2
 - b. Rod will send us a file if we need it.
- D. Election of Officers
 - a. Chair – Anita
 - b. Vice Chair – Hillary
 - c. Treasurer – Mark
 - d. Secretary – Suzanne
- E. Selection of working groups & Trustee Liaison's – to be discussed at the next joint meeting, Nancy L. is with us.
- F. NHLTA 2013 – need a copy of schedule to send to Trustees, so they can make choices for the Conference by April 18.
- G. Minutes of Previous Meeting, not approved, needs better wording in some places. To be revised and then sent on.

- H. Correspondence – Mary applied for a grant and Nancy N. received \$280. From N.H. State Library, Kids, Books and the Arts Grant.
- I. No Non-public session announced.
- J. Reports;
 - a. Financial – Concerns on Irving Fuel Contract, PRML is fine, but Meriden seems to be under used – due to heat pump.
 - 1. Mark trying to consolidate the 2 accounting systems to make them more cohesive.
 - 2. To get payroll in depth detailed reports from town quarterly, Mark to follow up.
 - 3. Discussion on Pierce Plumbing bill from a year ago, no bill found, go ahead and make the payment.
 - 4. Approve David Grobe’s new invoice including leftover from last month’s bill - \$552.50
 - b. Directors reports;
- K. Action Items –
 - a. Discussion on Vision for library system – Mark suggested that we set up a working committee, discussion on would this include volunteers. It was suggested that we need a “Charge” to define the working group. Once the charge is in place, form a working group with town residents, Dennis volunteered.
- L. MOTION – to adjourn moved and seconded. The motion was unanimous and carried.

Adjournment at 8:59pm

Attachments;

Treasurer’s Report (2)

Philip Read Memorial Library (3)

Meriden Library (3)

ADA Report (1)

***DRAFT* Minutes**
Meriden Library ADA Study Committee
February 25, 1:00 PM
Meriden Town Hall

The meeting was convened at 1:00 PM by Rod Wendt, Committee Chair, at Meriden Town Hall, Main Street, Meriden. Attending were members Brad Atwater, Judy Hallam, Nancy Liston and Rod Wendt; Meriden Librarian Mary King; and specially invited guest was John Brown, of construction firm Estes & Gallup.

Scope of the Meeting

The purpose of the meeting was to review rough cost estimates for four different “options” of tackling ADA access to the Meriden Library. Importantly, these were NOT detailed options with plans and designs; rather they were general directions to give us an understanding of how much things might cost before we embarked on any direction:

1. **Building an access ramp to Meriden library** (recognizing that this first step requires us, ultimately, to provide full access to function spaces and an ADA-accessible bathroom).
2. **Providing full access to the Meriden Library building on its current footprint**, including access to all function spaces (via elevator) and an ADA-compliant bathroom. This would likely *reduce* the space available for media collections and meeting space.
3. **Expanding the Meriden Library building** in an accessible way, on the current site, likely expansion to the rear of the site. This would allow full access to library functions, plus open up opportunities for other non-library functions to also be housed there, a subject for community input and creativity.
4. **Building a standalone, multi-function facility elsewhere in Meriden**. Already identified potential functions – beyond a library -- include a relocated Post Office, a community/senior center, after-school center, daycare, and commuter parking. Again, this would be a “shell” to be filled and defined by community input and creativity.

The ROUGH cost estimates were prepared by John Brown of Estes & Gallup, on a pro-bono basis.

Discussion Points

1. The minutes of the 2/05/13 meeting were approved unanimously.
2. John Brown shared his cost estimates. They are summarized below, and the complete detail is available as a separate PDF file, which shall become part of these minutes.

Rough Costs for Meriden Library ADA-Accessible Options

Option	Estes & Gallup Estimate	Expected Range of Costs
Option 1 – Install concrete ramp to access current Meriden Library front door. Requires door-entry modifications to existing stairs. <i>Note: this option would likely "trigger" requirement to also provide full accessibility to both library levels and provide ADA-compliant bathroom within a few years.</i>	\$46,111	\$40,000 to \$50,000
Option 2 – Install Meriden Library access via side, elevator to access both levels, and ADA-compliant bathroom. <i>Note: this option would REDUCE available floor space in current library to house larger bathroom and elevator.</i>	\$226,174	\$200,000 to \$250,000
Option 3 – Double size of Meriden Library by adding 1,600 sq. ft. addition on 2 levels, with elevator accessing both levels of both new and old construction. Includes ADA-compliant bathroom.	\$456,622	\$400,000 to \$500,000
Option 4 – Build a new, standalone Community Center, all on one level, in a new location to house Library and other functions. Could be any size desired.	\$250 per square foot. For new 3,200 square foot facility (equal in size to Option 3), \$800,000. For 5,000 square foot building, \$1,250,000.	\$800,000 to \$1,250,000

3. Reactions to John presentation were:

- a. We greatly appreciated all the effort that went into these costs estimates. John had to make detailed assumptions about what would be done under each option, and we appreciated how much effort that requires – all for pro bono!
- b. Option 1 seems rather expensive at \$40,000 to \$50,000, but that is because it involves a permanent concrete ramp and extensive alterations to the front door to allow access from both the ramp and (modified) stairs. It is also not a “realistic” option because it would require that we follow up with adding an elevator and ADA-accessible bathroom, which could be done better under Options 2 or 3.
- c. Option 2 costs a lot but doesn’t buy us very much. Yes, it makes the Meriden Library ADA-accessible, but costs at least \$200,000 while actually REDUCING the floor space available for library functions. That’s because the elevator to access both levels and the larger ADA-accessible bathroom cut into existing floor space.
- d. Option 3 cleverly extends BOTH levels of the current library out the back, doubling the size of the current library and insuring that existing space also becomes accessible via an elevator. There was a discussion about whether we could allow the current space to be accessible only on ONE level, and use the other for storage or “non-function” space,

and then have a 1-level addition. Follow-up with Jillian Shedd and John Brown is needed.

- e. Option 4 can be as big or as small as the community would want it to be. It could also house as many or as few functions as the community desired.
 - f. The installation and maintenance costs of elevators were cited as reasons to avoid 2-level options if possible.
4. There was a general discussion about “what is next for this committee”. It was generally agreed that:
- a. Options 1 and 2 made little sense to pursue, for reasons cited above.
 - b. Options 3 and 4 should involve in the consideration and planning stages many more people in the community than simply library-related people. The Post Office, our senior community, the Plainfield School, transportation planners, daycare people, and others were cited. ***It was the feeling of the Committee that a Library-specific committee is not the proper group to carry this forward, but a properly constituted community committee would be.***
 - c. On this basis, Chair Rod Wendt should discuss with the Library Trustees how best to proceed on consideration of Options 3 or 4.

Next Steps

1. Rod Wendt will connect with Jillian Shed to better understand what NON-accessible space can be used for, and how important employee access – as opposed to customer access – is to the issue.
2. Rod Wendt will ask John Brown of Estes & Gallup how much a 1-level addition out the back of the Meriden Library would cost.
3. Rod Wendt will report back to the Trustees and express the need for further direction for considering Options 3 and 4.

The meeting was adjourned at about 3:00 PM

Respectfully submitted,

Rod Wendt, Chair



February 25, 2013

Meriden Library
Option 1 – New ADA Compliant Entry
Scope of Work

GENERAL CONDITIONS

- Permitting fees
- Project Management
- Site Supervision
- Misc. Safety expenses
- Temporary Protection
- Temporary utilities/facilities
- Regular job site clean up
- Misc. tool expenses
- Special testing and inspections
- Misc. labor expenses

DEMOLITION

- Misc. demo in preparation of removal of existing stairs
- Demo of existing doors as necessary
- Disposal expense

SITE WORK

- Removal and disposal of existing stairs
- Excavation for new footings
- Backfilling as required
- Topsoil and seeding
- Patch asphalt as required

CONCRETE

- Cast in place footings, walls, ramp and stairs

METALS

- Furnish and install new galvanized steel handrails

FINISH CARPENTRY

- Repair/replace door trim as required to accommodate new doors

DOORS AND HARDWARE

- Furnish and install 2 new doors and frames with ADA compliant panic hardware and power door openers

PAINTING

- Paint all new handrails and railings
- Paint doors and trim as required

ELECTRICAL

- Furnish and install exterior lighting as required for new stair/ramp
- Installation of power door opener controls

*Meriden Library
Option 1
New ADA Compliant Entry*

Project name	Option 1_Ramp_Meriden Lib
Estimator	J. Brown
Labor rate table	Bare Rates
Report format	Sorted by 'Group phase/Phase' 'Detail' summary

Item	Description	Takeoff Qty	Labor	Material	Subcontract	Equipment	Other	Total
			Amount	Amount	Amount	Amount	Amount	Amount
	Exterior Door Trim		448	300				748
	FINISH CARPENTRY		448	300	0	0	0	748
8000.000	DOORS & WINDOWS							
8105.000	Door Package - Project							
	10 Purchase Door/Frame/Hdwr	2.00 ea	-	5,000	-	-	-	5,000
	20 Install Door/Frame/Hdwr	2.00 ea	448	-	-	-	-	448
	Door Package - Project		448	5,000				5,448
	DOORS & WINDOWS		448	5,000	0	0	0	5,448
9000.000	FINISHES							
9910.000	Painting Exterior							
	20 Paint Doors and trim	16.00 mh	560	150				710
sub	Painting Handrails	24.00 mh	840	200				1,040
	Painting Exterior		1,400	350				1,750
	40.00 Labor hours							
	FINISHES		1,400	350	0	0	0	1,750
	40.00 Labor hours							
16000.000	ELECTRICAL							
16110.000	Electrical							
sub	Electrical - Ext. Lighting	1.00 allo	-	-	900	-	-	900
---	Auto door controls	1.00 allo			1,250	-	-	1,250
	Electrical				2,150			2,150
	ELECTRICAL		0	0	2,150	0	0	2,150

Estimate Totals

Description	Amount	Totals	Rate
Labor	3,208		
Material	5,905		
Subcontract	26,150		
Equipment			
Other			
	<u>35,263</u>	35,263	
Profit & Overhead	2,821		8.000 %
General Conditions	4,611		10.000 %
Contingency	3,418		8.000 %

Estimate Totals

Total 46,111



February 25, 2013

Meriden Library
Option 2 – Modify interior for elevator, compliant stair and ADA Lavatory
Scope of Work

GENERAL CONDITIONS

- Permitting fees
- Construction documentation (O&M manuals and “as built” drawings)
- Project Management
- Site Supervision
- Misc. Safety expenses
- Temporary Protection
- Temporary utilities/facilities
- Regular job site clean up
- Final cleaning
- Misc. tool expenses
- Special testing and inspections
- Misc. labor expenses

DEMOLITION

- Demolition of existing interior stairs
- Demolition of existing bathroom
- Structural demolition and shoring as required
- Demolition of side door and entry area as required
- Saw cutting of concrete and brick façade as required
- Disposal expense

SITE WORK

- Removal and disposal of existing side stairs
- Excavation and prep for new sidewalk
- Backfilling, topsoil and seeding as required

CONCRETE

- New sidewalk and landing from driveway to new side entry

METALS

- Furnish and install new galvanized steel handrails

ROUGH CARPENTRY

- Labor and material to frame new stairwell
- Labor and material to frame new elevator shaft
- Labor and material to frame new ADA lavatory
- Labor and material to modify basement storage room as necessary

FINISH CARPENTRY

- Labor and material for interior millwork and trim

DOORS AND HARDWARE

- Furnish and install 5 new doors and frames with ADA compliant panic hardware
- Furnish and install power door opener at new side entry

DRYWALL

- Furnish and install sound insulation as required
- Furnish and install 5/8" fire code drywall, taped and finished, ready for paint

FLOORING

- Repair/replace wood floor as necessary
- Furnish and install standard VCT flooring at new lavatory
- Furnish and install rubber treads and landings at new stairwell

PAINTING

- Paint all new handrails and railings
- Paint doors and trim as required
- Paint walls and ceilings as required

SPECIALTIES

- Furnish and install bath accessories
 - Grab bars
 - Soap dispenser
 - Mirrors
 - Paper towel dispenser
 - Toilet paper dispenser

ELEVATOR

- Furnish and install 1 enclosed elevator with 3 stops

MECHANICAL/PLUMBING

- Modify heating duct work and controls as required for new layout
- Rough plumbing for new ADA lavatory
- Furnish and install ADA compliant fixtures in new lavatory

ELECTRICAL

- Furnish and install exterior lighting as required for new sidewalk
- Installation of power door opener controls
- Furnish and install wiring and devices associated with new layout
- Furnish and install interior lighting as required
- Furnish and install elevator wiring as required

Meriden Library

Option 2

Modify interior for Elevator and compliant stairwell

Project name	Option 2 - Int. Access
Estimator	J. Brown
Labor rate table	Estes 28
Report format	Sorted by 'Group phase/Phase' 'Detail' summary

Item	Description	Takeoff Qty	Labor		Material		Subcontract		Equipment	Other	Total
			Amount	Amount	Amount	Name	Amount	Amount	Amount		
2000.000 DEMOLITION											
2007.000 Misc Building Demo											
10	Interior Demolition	168.00 mh	6,384	150	-			-	-	-	6,534
10	Exterior Demolition	80.00 mh	3,040	-	-			-	-	-	3,040
	Misc Building Demo		9,424	150							9,574
	248.00 Labor hours										
2012.000 Saw Cut/Hammer											
10	Saw Cut Concrete/Masonry	1.00 allo	608	500	2,500			-	-	-	3,608
	Saw Cut/Hammer		608	500	2,500						3,608
2098.000 Disposal Expense											
12	Dumpster Rental for Demo	3.00 ea	-	2,400	-			-	-	-	2,400
	Disposal Expense			2,400							2,400
	DEMOLITION		10,032	3,050	2,500			0	0	0	15,582
	248.00 Labor hours										
2100.000 SITE WORK											
2105.000 Site Work											
10	Subcontractor	1.00 allo	-	-	4,500			-	-	-	4,500
	Site Work				4,500						4,500
	SITE WORK		0	0	4,500			0	0	0	4,500
3000.000 CONCRETE											
3101.000 Concrete Sub											
10	Concrete Sub - Exterior ramp	1.00 allo	-	-	5,000			-	-	-	5,000
----	Elevator pit	1.00 allo	-	-	5,500			-	-	-	6,500
	Concrete Sub				11,500						11,500
	CONCRETE		0	0	11,500			0	0	0	11,500
5000.000 METALS											
5512.000 Handrails Steel											
40	Handrails Steel Sub	1.00 ls	-	-	3,200			-	-	-	3,200
	Handrails Steel				3,200						3,200
	METALS		0	0	3,200			0	0	0	3,200

Item	Description	Takeoff Qty	Labor		Material		Subcontract		Equipment	Other	Total
			Amount	Amount	Amount	Name	Amount	Amount	Amount		
6000.000 ROUGH CARPENTRY											
6002.000	Rough Carpentry										
15	Rough Carpentry Labor	240.00 mh	9,120	-	-	-	-	-	-	-	9,120
18	Rough Carpentry Material	1.00 ls	-	10,500	-	-	-	-	-	-	10,500
	Rough Carpentry		9,120	10,500							19,620
	240.00 Labor hours										
	ROUGH CARPENTRY		9,120	10,500	0			0	0		19,620
	240.00 Labor hours										
6200.000 FINISH CARPENTRY											
6207.000	Exterior Trim										
10	Exterior Trim Labor	8.00 mh	304	-	-	-	-	-	-	-	304
20	Exterior Trim Materials	1.00 ls	-	240	-	-	-	-	-	-	240
	Exterior Trim		304	240							544
	8.00 Labor hours										
6209.000	Interior Trim										
30	Interior Trim - Labor	80.00 mh	3,040	-	-	-	-	-	-	-	3,040
40	Interior Trim - Material	1.00 ls	-	2,100	-	-	-	-	-	-	2,100
	Interior Trim		3,040	2,100							5,140
	80.00 Labor hours										
6210.000	Interior Door Trim										
10	Interior Door Trim	5.00 ea	760	428	-	-	-	-	-	-	1,188
	Interior Door Trim		760	428							1,188
	FINISH CARPENTRY		4,104	2,768	0			0	0		6,872
	88.00 Labor hours										
8000.000 DOORS & WINDOWS											
8105.000	Door Package - Project										
10	Purchase doors/frames/hardware	5.00 ea	-	8,250	-	-	-	-	-	-	8,250
20	Install doors/frames/hardware	5.00 ea	1,140	-	-	-	-	-	-	-	1,140
	Door Package - Project		1,140	8,250							9,390
	DOORS & WINDOWS		1,140	8,250	0			0	0		9,390
9000.000 FINISHES											
9250.000	Drywall Sub										
10	Drywall Sub	1.00 allo	-	-	6,000	-	-	-	-	-	6,000

Item	Description	Takeoff Qty	Labor	Material	Subcontract	Equipment	Other	Total
			Amount	Amount	Amount	Name	Amount	Amount
	Project Mechanical				5,500			5,500
15110.000	Plumbing							
sub	Plumbing Subcontract	1.00 ls	-	-	5,000			5,000
	Plumbing				5,000			5,000
MECHANICAL			0	0	10,500		0	10,500
16000.000	ELECTRICAL							
16110.000	Electrical							
sub	Electrical Subcontract	2.00 ls	-	-	12,500			12,500
	Electrical				12,500			12,500
ELECTRICAL			0	0	12,500		0	12,500

Estimate Totals

Description	Amount	Cuts/Adds	Net Amount	Totals	Rate
Labor	24,548		24,548		hrs
Material	24,968		24,968		
Subcontract	123,450		123,450		
Equipment					
Other					
	172,966			172,966	
Profit & Overhead	13,837				8.000 %
General Conditions	22,617				10.000 %
Contingency	16,754				8.000 %
Total				226,174	



February 25, 2013

Meriden Library
Option 3 – Addition to existing building
Scope of Work

GENERAL CONDITIONS

- Permitting fees
- Construction documentation (O&M manuals and “as built” drawings)
- Project Management
- Site Supervision
- Misc. Safety expenses
- Temporary Protection
- Temporary utilities/facilities
- Regular job site clean up
- Final cleaning
- Misc. tool expenses
- Special testing and inspections
- Misc. labor expenses

DEMOLITION

- Demolition of existing interior stairs
- Demolition of existing bathroom
- Structural demolition and shoring as required
- Demolition of side door and entry area as required
- Saw cutting of concrete and brick façade as required
- Disposal expense

SITE WORK

- Removal and disposal of existing side stairs
- Excavation and prep for new sidewalk
- Backfilling, topsoil and seeding as required
- Excavation for new footings and walls
- Perimeter drainage as required

CONCRETE

- New sidewalk and landing from driveway to new side entry
- Footings and foundations as required

MASONRY

- Brick façade and associated work

METALS

- Furnish and install new galvanized steel handrails at exterior walkway
- Furnish and install new steel handrails at stairwell

ROUGH CARPENTRY

- Labor and material to frame new addition
- Labor and material to frame new floor layout at existing stairwell
- Labor and material to frame new ADA lavatory
- Labor and material to modify basement storage room as necessary

EXTERIOR FINISH CARPENTRY

- Labor and material for trimming doors, windows, soffits and rakes as required

INTERIOR FINISH CARPENTRY

- Labor and material for interior millwork
- Furnish and install misc. casework

THERMAL & MOSITURE

- Furnish and install foundation damproofing
- Furnish and install insulation at exterior walls
- Furnish and install new standing seam roofing and associated flashings

DOORS AND HARDWARE

- Furnish and install 6 new doors and frames with ADA compliant hardware
- Furnish and install 1 power door opener at new side entry

WINDOWS

- Furnish and install 6 new double hung window untis

DRYWALL

- Furnish and install sound insulation as required
- Furnish and install 5/8" fire code drywall, taped and finished, ready for paint

CEILINGS

- Furnish and install new acoustical ceilings

FLOORING

- Furnish and install new hardwood flooring
- Furnish and install standard VCT flooring at new lavatory
- Furnish and install rubber treads and landings at new stairwell
- Furnish and install carpet in basement rooms

PAINTING

- Paint all new handrails and railings
- Paint doors and trim as required
- Paint walls and ceilings as required
- Paint all exterior trim as required

SPECIALTIES

- Furnish and install bath accessories
 - Grab bars
 - Soap dispenser
 - Mirrors
 - Paper towel dispenser
 - Toilet paper dispenser
- Furnish and install fire extinguishers and cabinets as required

ELEVATOR

- Furnish and install 1 enclosed elevator with 3 stops

MECHANICAL/PLUMBING

- Modify heating duct work and controls as required for new layout
- Rough plumbing for new ADA lavatory
- Furnish and install ADA compliant fixtures in new lavatory

ELECTRICAL

- Furnish and install exterior lighting as required for new sidewalk
- Installation of power door opener controls
- Furnish and install wiring and devices
- Furnish and install interior lighting as required
- Furnish and install elevator wiring as required
- Furnish and install tel/data as required

Meriden Library
Option 3
Addition to existing building - Approx 1600 s.f.

Project name Option 3 _ Addition
Estimator J. Brown
Labor rate table Estes 28
Report format Sorted by 'Group phase/Phase'
 'Detail' summary



Item	Description	Takeoff Qty	Labor		Material		Subcontract		Equipment	Other	Total
			Amount	Amount	Amount	Name	Amount	Amount	Amount		
2000.000 DEMOLITION											
2007.000	Misc Building Demo										
10	Exterior demolition	140.00 mh	5,320	175				-	-		5,495
---	Interior demolition	168.00 mh	6,384	150				-	-		6,534
	Misc Building Demo		11,704	325							12,029
	308.00 Labor hours										
2098.000	Disposal Expense										
16	Dump Fees	1.00 ls	-	3,200				-	-		3,200
	Disposal Expense			3,200							3,200
	DEMOLITION		11,704	3,525	0			0	0		15,229
	308.00 Labor hours										
2100.000 SITE WORK											
2105.000	Site Work										
10	Subcontractor	1.00 allo	-	-	15,500			-	-		15,500
	Site Work				15,500						15,500
	SITE WORK		0	0	15,500			0	0		15,500
3000.000 CONCRETE											
3101.000	Concrete Sub										
10	Concrete Sub	1.00 allo	-	-	25,000			-	-		25,000
	Concrete Sub				25,000						25,000
3990.000	Rigid Insulation										
6	Foundation Insulation	1.00 allo	306	810				-	-		1,116
	Rigid Insulation		306	810							1,116
	CONCRETE		306	810	25,000			0	0		26,116
4000.000 MASONRY											
4001.000	Masonry Sub										
10	Masonry Subcontract	1.00 ls	-	-	38,000			-	-		38,000
	Masonry Sub				38,000						38,000
	MASONRY		0	0	38,000			0	0		38,000

Item	Description	Takeoff Qty	Labor		Material		Subcontract		Equipment		Other		Total	
			Amount	Amount	Amount	Amount	Name	Amount	Amount	Amount	Amount			
5000.000 METALS														
5512.000	Handrails Steel													
	40 Handrails Steel Sub	1.00	allo	-	-			3,200		-	-			3,200
	Handrails Steel							3,200						3,200
5560.000	Misc Steel													
	100 Misc Embedded Angles	1.00	allo	304	400			-		-	-			704
	Misc Steel			304	400									704
	METALS			304	400			3,200		0	0			3,904
6000.000 ROUGH CARPENTRY														
6002.000	Rough Carpentry													
	15 Rough Carpentry Labor	1.00	ls		-			18,000		-	-			18,000
	18 Rough Carpentry Material	1.00	ls		16,500			-		-	-			16,500
	Rough Carpentry				16,500			18,000						34,500
	ROUGH CARPENTRY			0	16,500			18,000		0	0			34,500
6200.000 FINISH CARPENTRY														
6207.000	Exterior Trim													
	10 Exterior Trim Labor	1.00	allo		-			3,000		-	-			3,000
	20 Exterior Trim Materials	1.00	ls		4,100			-		-	-			4,100
	Exterior Trim				4,100			3,000						7,100
6209.000	Interior Trim													
	30 Interior Trim - Labor	1.00	allo	1,800	-			-		-	-			1,800
	40 Interior Trim - Material	1.00	ls		1,500			-		-	-			1,500
	Interior Trim			1,800	1,500									3,300
6405.000	Casework Allowances													
	30 Misc Cabinetry Allowance L&M	1.00	allo	1,216	4,000			-		-	-			5,216
	Casework Allowances			1,216	4,000									5,216
	FINISH CARPENTRY			3,016	9,600			3,000		0	0			15,616
7000.000 THERMAL & MOIST PROTECT														
7160.000	Damproofing													
	10 Brush on Bituminous	1.00	allo	304	400			-		-	-			704

Item	Description	Takeoff Qty	Labor		Material		Subcontract		Equipment	Other	Total
			Amount	Amount	Amount	Name	Amount	Amount	Amount		
	Damproofing			304		400					704
7211.000	Building Insulation - Sub										
	20 Foam In Place Insulation - Sub	1.00 ls	-	-		12,500		-	-		12,500
	Building Insulation - Sub					12,500					12,500
7610.000	Sheet Metal Roof										
	52 Terme Coated Steel Standing	1.00 allo	-	-		12,000		-	-		12,000
	Sheet Metal Roof					12,000					12,000
	THERMAL & MOIST PROTECT			304		400		24,500	0	0	25,204
8000.000	DOORS & WINDOWS										
8105.000	Door Package - Project										
	10 Purchase D/F/H	6.00 ea				10,800		-	-		10,800
	20 Install All Doors	6.00 ea	1,344			-		-	-		1,344
	Power door openers for door 102	1.00 ls				2,054		-	-		2,054
	Door Package - Project		1,344			12,854					14,198
8610.000	Wood Windows										
	300 Wood Windows Double Hung	6.00 ea	912			4,800		-	-		5,712
	Wood Windows		912			4,800					5,712
	DOORS & WINDOWS		2,256			17,654		0	0		19,910
9000.000	FINISHES										
9250.000	Drywall Sub										
	10 Drywall Sub	1.00 ls	-	-		16,500		-	-		16,500
	Drywall Sub					16,500					16,500
9502.000	Ceilings 2x2										
	10 2 x 2 Ceiling Plain Tile	1.00 allo	0			6,500		-	-		6,500
	Ceilings 2x2		0			6,500					6,500
	0.02 Labor hours										
9560.000	Wood Flooring										
	10 Wood Strip Flooring Maple	1.00 allo				7,500		-	-		7,500
	Wood Flooring					7,500					7,500
	0.05 Labor hours										
9660.000	Resilient Floors										
	10 Standard VCT Tile	1.00 allo				1,250		-	-		1,250
	Resilient Floors					1,250					1,250
	0.02 Labor hours										
9670.000	Resilient Stairs										
	20 Rubber Molded Treads Knobs	1.00 sillo				3,500		-	-		3,500

Item	Description	Takeoff Qty	Labor	Material	Subcontract	Equipment	Other	Total
			Amount	Amount	Amount	Amount	Amount	Amount
	Resilient Stairs				3,500			3,500
	0.02 Labor hours							
9680.000	Carpet							
70	Carpet Allowance L&M - SY	90.00 sy	-	-	3,150	-	-	3,150
	Carpet				3,150			3,150
9930.000	Painting							
sub	Painting - Interior	1.00 allo	-	-	8,500	-	-	8,500
---	Painting - Exterior	1.00 allo	-	-	3,300	-	-	3,300
	Painting				11,800			11,800
	FINISHES		0	0	50,200	0	0	50,200
	0.11 Labor hours							
10000.000	SPECIALTIES							
10820.000	Bath Accessories by LS							
10	Purchase Bath Accessories	1.00 allo	-	400	-	-	-	400
12	Install Bath Accessories	1.00 allo	152	-	-	-	-	152
	Bath Accessories by LS		152	400				552
10824.000	Grab Bars							
20	Grab Bars - Handicap Toilet	1.00 ls	304	175	-	-	-	479
	Grab Bars		304	175				479
	2.00 Labor hours							
10950.000	Fire Cabinets							
30	Fire Extn. Cabinet Semi Recessed	2.00 ea	140	350	-	-	-	490
	Fire Cabinets		140	350				490
	4.00 Labor hours							
	SPECIALTIES		596	925	0	0	0	1,521
	6.00 Labor hours							
14000.000	CONVEYING SYSTEMS							
14200.000	Elevators							
200	Passanger Elevator Hydraulic	1.00 allo	-	-	60,000	-	-	60,000
	Elevators				60,000			60,000
	CONVEYING SYSTEMS		0	0	60,000	0	0	60,000
15000.000	MECHANICAL							
15110.000	Plumbing							
sub	Plumbing Subcontract	1.00 allo	-	-	5,000	-	-	5,000

Item	Description	Takeoff Qty	Labor	Material	Subcontract	Equipment	Other	Total
			Amount	Amount	Amount	Amount	Amount	Amount
	Plumbing				5,000			5,000
15510.000	HVAC							
sub	HVAC subcontract	1.00 ls	-	-	7,500	-	-	7,500
	HVAC				7,500			7,500
MECHANICAL			0	0	12,500	0	0	12,500

16000.000 **ELECTRICAL**

16110.000	Electrical							
sub	Electrical Subcontract	1.00 ls	-	-	26,000	-	-	26,000
---	Tel/Data Allowance	1.00 allo			5,000			5,000
	Electrical				31,000			31,000
ELECTRICAL			0	0	31,000	0	0	31,000

Estimate Totals

Description	Amount	Totals	Rate
Labor	18,486		
Material	49,814		
Subcontract	280,900		
Equipment			
Other			
	<u>349,200</u>	349,200	
Profit & Overhead	27,936		8.000 %
General Conditions	45,662		10.000 %
Contingency	33,824		8.000 %
Total		456,622	

Meriden Library
Director's Report
March 2013

Statistics Attached.

Closed Saturday March 16---Town Meeting

Programs

Our afternoon games program for adults met once in March with just 4 adults attending.

We held an after-school program for school aged children on Thursday, March 21. Fourteen children attended.

Meetings

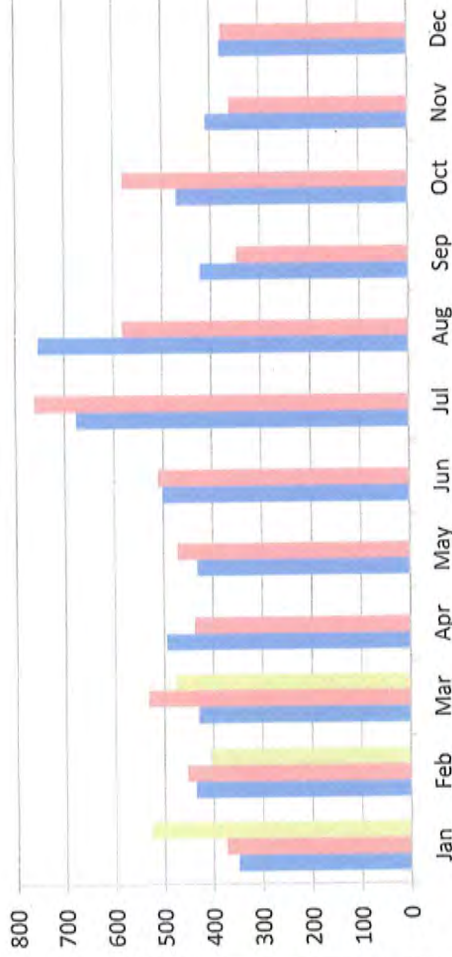
I attended the Librarians of the Upper Valley meeting in Springfield, NH on Monday, March 18. The program discussion was planning for the summer reading program.

Automation

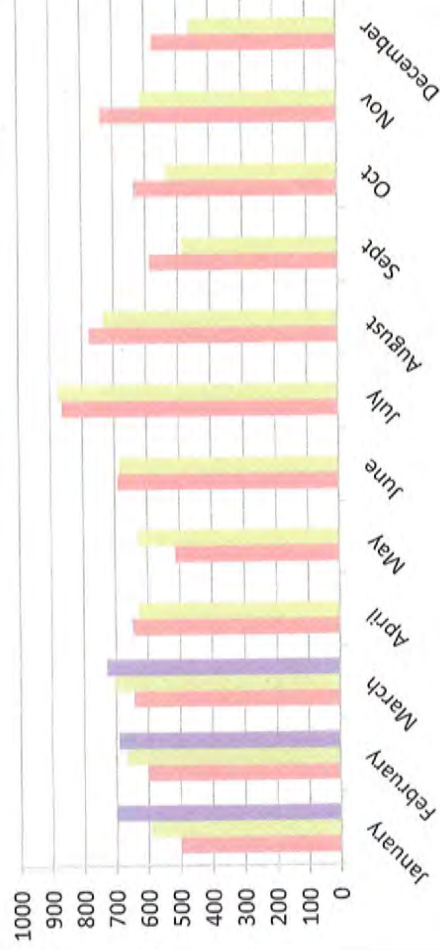
554 items were added this month. The items added total as of 3/31/13: 5513

Meriden Library 2010 - 2012

Visits



Circulation

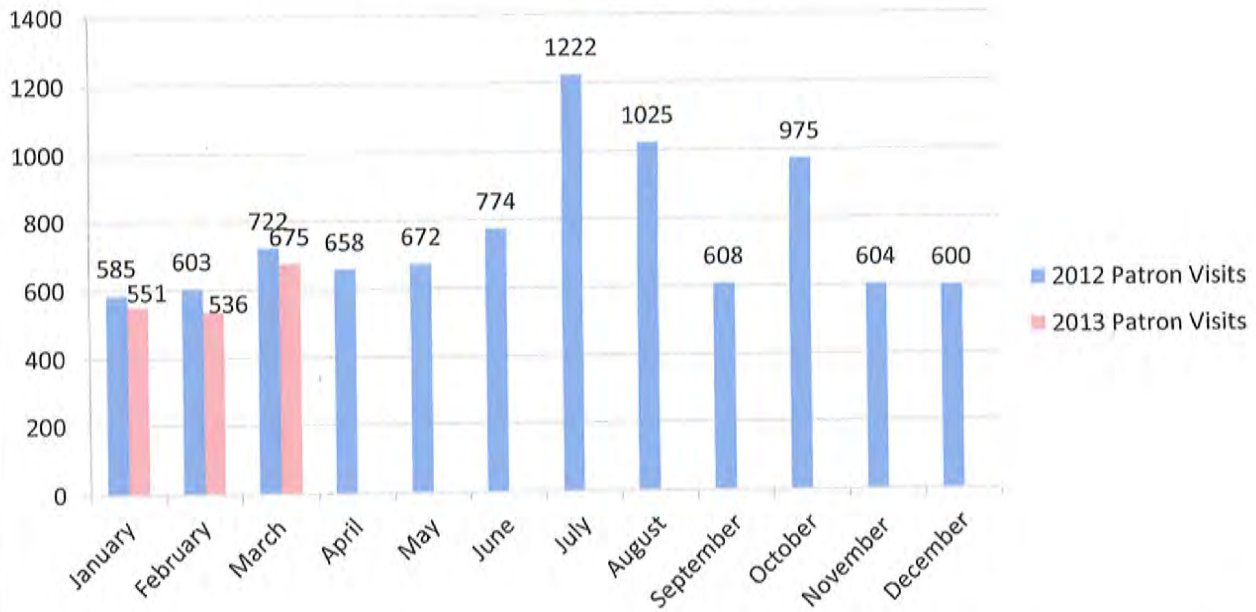


DIRECTOR'S REPORT
PHILIP READ MEMORIAL LIBRARY
April 2013
Activities and Statistics for March 2013

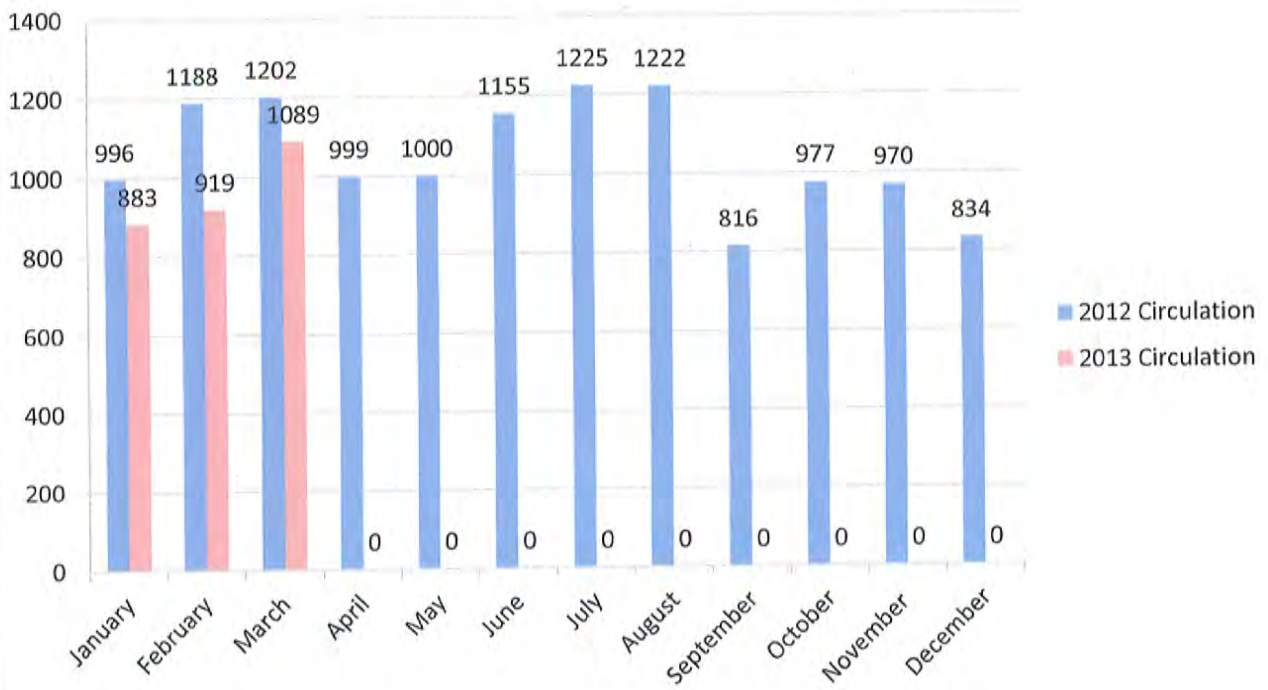
1. Professional Development: I attended the LUV meeting in Springfield. Topic was the Summer Reading Program.
2. Summer Reading Program: The theme this year is "Dig into Reading." I have already booked two programs. I applied for a grant from the state library's Kids, Books, & Arts program for one of them and was awarded a grant; amount unknown yet.
3. Other programming coming up: The two libraries and the Bird Club are jointly sponsoring a program on Stonewalls at Singing Hills on April 29. I am working with several new local authors to schedule book readings. I am also participating in World Book Night in April. Now that, hopefully, the weather will continue to improve, our programming and activities will increase.

Nancy Norwalk, Director

Philip Read Memorial Library Patron Visits



Philip Read Memorial Library Circulation



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04/08/13

Accrual Basis

Meriden Library
Profit & Loss Budget vs. Actual
January 1 through April 8, 2013

	Jan 1 - Apr 8, 13	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
Town Appropriation	7,362.42	12,132.70	-4,770.28
Town Approp - FICA	331.71	612.20	-280.49
Trust Funds	0.00	231.42	-231.42
Gifts	2,290.00	13.67	2,276.33
Book Fines/Copier	0.00	0.00	0.00
Book Sales	0.00	0.00	0.00
Interest Income			
Interest - Savings	3.76	2.75	1.01
Interest Checking	0.18	0.00	0.18
Total Interest Income	3.94	2.75	1.19
Misc Income	0.00	81.67	-81.67
Total Income	9,988.07	13,074.41	-3,086.34
Expense			
Salaries	4,362.42	8,004.45	-3,642.03
FICA	333.71	612.20	-278.49
Sick Pay	0.00	77.58	-77.58
Library Materials			
Audio/Visual	40.98	299.42	-258.44
Books & magazines	1,213.18	1,197.75	15.43
Total Library Materials	1,254.16	1,497.17	-243.01
Telephone	129.20	147.00	-17.80
Electricity	568.97	326.67	242.30
Fuel	1,230.22	680.58	549.64
Water/Sewer	0.00	136.09	-136.09
Supplies	170.22	217.75	-47.53
Postage	0.00	68.08	-68.08
Professional Activities	55.00	122.50	-67.50
Programs	82.75	108.92	-26.17
Furniture/Equipment	0.00	27.25	-27.25
Maintenance	400.00	435.58	-35.58
Automation	0.00	217.75	-217.75
Computer	0.00	367.50	-367.50
Misc Expense	0.00	27.25	-27.25
Total Expense	8,586.65	13,074.32	-4,487.67
Net Ordinary Income	1,401.42	0.09	1,401.33
Other Income/Expense			
Other Income			
Encumbered Funds - 2012	0.00	0.00	0.00
Total Other Income	0.00	0.00	0.00
Other Expense			
Encumbered Funds	1,181.02	0.00	1,181.02
Prior Year Return of Funds	6,423.62	0.00	6,423.62
Building Capital Improvements	0.00	0.00	0.00
Total Other Expense	7,604.64	0.00	7,604.64
Net Other Income	-7,604.64	0.00	-7,604.64
Net Income	-6,203.22	0.09	-6,203.31

Philip Read Memorial Library
Treasurer's Report
 January 1 through April 8, 2013

	Jan 1 - Apr 8, 13	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
Encumbered Funds - 2012	0.00	0.00	0.00
Town Appropriation			
Appropriation-Operations	6,500.00	7,834.58	-1,334.58
Appropriation-Salary	5,709.36	9,525.90	-3,816.54
FICA	436.78	728.77	-291.99
Town Appropriation - Other	0.00	0.00	0.00
Total Town Appropriation	12,646.14	18,089.25	-5,443.11
Trust Fund Income	1,000.00	653.33	346.67
Fines	312.13	13.58	298.55
Gifts	0.00	27.25	-27.25
Grants	600.00	0.00	600.00
Misc Income	57.00	81.67	-24.67
Total Income	14,615.27	18,865.08	-4,249.81
Expense			
Encumbered Funds	0.00	0.00	0.00
Payroll			
Salaries	5,709.36	9,798.07	-4,088.71
FICA	436.78	728.77	-291.99
Payroll - Other	0.00	0.00	0.00
Total Payroll	6,146.14	10,526.84	-4,380.70
Library Materials			
Books and Magazines	2,981.76	2,177.75	804.01
Audio Visual Materials	282.51	326.67	-44.16
Library Materials - Other	9.95	0.00	9.95
Total Library Materials	3,274.22	2,504.42	769.80
Catalog Services/Automation	881.91	408.33	473.58
Supplies	121.59	408.33	-286.74
Postage	50.29	68.08	-17.79
Programs	233.30	163.33	69.97
Professional Activities	62.44	122.50	-60.06
Oil	4,526.68	1,742.25	2,784.43
Electricity	796.67	789.42	7.25
Telephone	291.76	294.00	-2.24
Water	50.40	81.67	-31.27
Maintenance			
Maintenance-General Expenses	698.50	816.67	-118.17
Elevator	370.28	462.75	-92.47
Maintenance - Other	0.00	0.00	0.00
Total Maintenance	1,068.78	1,279.42	-210.64
Furnishings and Equipment	0.00	54.42	-54.42
Computer Hardware and Software	1,029.97	394.75	635.22
Miscellaneous Expense			
Grants	0.00	0.00	0.00
Miscellaneous Expense - Other	0.00	27.25	-27.25
Total Miscellaneous Expense	0.00	27.25	-27.25
Total Expense	18,534.15	18,865.01	-330.86
Net Ordinary Income	-3,918.88	0.07	-3,918.95
Other Income/Expense			
Other Income			
Building Fund Gifts	12,697.50	24,514.18	-11,816.68
Total Other Income	12,697.50	24,514.18	-11,816.68

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04/08/13
Accrual Basis

Philip Read Memorial Library
Treasurer's Report
January 1 through April 8, 2013

	<u>Jan 1 - Apr 8, 13</u>	<u>Budget</u>	<u>\$ Over Budget</u>
Other Expense			
Programs-Grants	0.00	0.00	0.00
Automation Expense from Grants	0.00	0.00	0.00
Materials from Fine account	0.00	0.00	0.00
Building Fund Expense	12,697.50	0.00	12,697.50
Total Other Expense	<u>12,697.50</u>	<u>0.00</u>	<u>12,697.50</u>
Net Other Income	<u>0.00</u>	<u>24,514.18</u>	<u>-24,514.18</u>
Net Income	<u><u>-3,918.88</u></u>	<u><u>24,514.25</u></u>	<u><u>-28,433.13</u></u>