



- Our Coldwater Branch Energy project is finished, though the all needed work is not completed. That is because our contractor on this project, Aker, withdrew the line item on their bid for touching up the caulking around the windows. Upon closer inspection, Aker determined that the state of the window caulking was worse than they thought and beyond what they were willing to do. They recommended a company, RAM Construction out of Livonia, as one to contact for a bid. I have their bid, have asked Brussee/Brady to itemize similar work when they provide us their estimate on repairing the remaining sections of the building. The Building Committee can then decide what course of action to recommend. Though, as you will see in the next item in my report, there won't be money available for a while to do anything else, though the need is certainly there.

The installation of all other aspects of the Energy Project did complete before October 1, as contracted. The final 10% that we've been withholding on this project will be paid once we are satisfied that all is well.

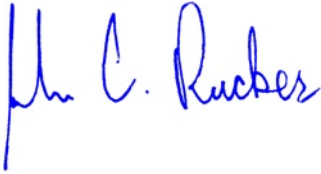
- Work continues on the Coldwater Branch's northeast face by Brussee/Brady. As of today the brick repair work is done—except for some small bits behind the downspout, which will be filled—and the total has come to \$7,296. Painting should be finished this week, at the bid price of \$8,140. The price to replace the galvanized steel liner in the gutters—which was the source of our leak on the northeast side—was \$9,707 (this includes a 10% contingency that may or may not be billed). This bid is for copper gutter liners, for maximum durability. Since this came in lower than the amount authorized at the September board meeting, I okayed work to begin. The new liners are being fabricated now and installation should begin the week of October 15. This brings the total cost to date on this project to \$25,143. We had \$12,000 out of Coldwater Capital funds to apply to this, plus the balance of about \$14,000 from our recent loan, so a total of \$26,000. With funds therefore depleted, after the gutters are installed there are no plans to do any further repairs at this time.



Also, Chenoweth Roofing came out and installed the drip edges that we discovered were missing last month. I verified this after they finished and took pictures.

- I created a small web application for us to use in-house to automate the generation of time sheets for payroll. Gina estimates this will save her about 1 ½ hours each week. This “Time Sheet Generator” is on the Forms page of our secure Staff Wiki. Board members are welcome to log in and try it out.
- Curtis is promoting more our 1-on-1 computer instruction. He has done classes on basic computing and ebooks recently. These classes are available by appointment and are tailored to the interests and needs of the patrons.
- I have begun an overdue project to freshen up our public web site a bit, doing some cosmetic work as well as some reorganization in places. I am going through all pages, so this will take a couple of weeks. One change is putting a public copy of our board packets out, redacted as necessary to protect private information from being indexed around the world. We will, of course, keep un-redacted copies in hard copy and on the Board Portal, and we will comply with all FOIA requirements. Redactions will simply be to keep things like private phone numbers and email addresses off the Internet. Increasing our transparency to the public is a good thing, too. Packets are on the Minutes and Packets page of our public web site: http://www.branchdistrictlibrary.org/board_packets. Board Members should continue to use the un-redacted packets on the Board Portal.

Respectfully Submitted,

A handwritten signature in blue ink that reads "M. C. Rucker". The signature is written in a cursive style with a large initial "M" and "C".