

*Griffin Free Public Library
Board of Trustees Meeting
July 13th, 2020 at 6:30pm*

Virtually Present: Nancy Mayland, Chair; Marilyn Cavanaugh; Treasurer, Liz Michaud, Secretary; Kathy Growney, Library Director

Nancy Mayland called the meeting to order at 6:31 pm

Correspondence:

- Email from Chris Chickering asking about the agenda, as she wanted to make sure the tree trimming was on the agenda.
- Note of thanks sent to Brenda Beer.

Review Previous Meeting Minutes:

- Reviewed the minutes of the July 2thth Board of Trustee Meeting.
- Motion to approve the minutes made by Liz Michaud/Nancy Mayland 2nd. All in favor. Motion Passed.
- Reviewed the minutes of the July 13thth Board of Trustee Meeting.
- Motion to approve the minutes made by Marilyn Cavanaugh/Nancy Mayland 2nd. All in favor. Motion Passed.
- Action Items reviewed.

Treasurer's Report:

- Reviewed and discussed the Treasurers Report for July.
- Marilyn discussed a balance that is left from the Grant that will be used to purchase the WIFI hot spots.
- Motion to accept the report and place it on file subject to audit made by Liz Michaud/Nancy Mayland 2nd. All in favor. Motion Passed.

Directors Report:

- Kathy is working on a policy to allow patrons to borrow the iPads during Covid.
- Some adjustments will be made to our budget lines due to adjustments that had to be made during Covid. More was needed for the Summer Reading Programs, but less was needed for training as training that we pay for had been cancelled. However, the staff has done more training than usual this year because there has been a lot available for free on-line.
- Kathy discussed the HL Turner meeting. Items she wanted to mention: They talked about adding to the building with just meeting rooms and did not mention expanding the library areas. But they are still gathering information so we can let them know what we would like to see in the expansion. HL Turner did the Grantham Library which had a floor plan that was not our favorite. We discussed that we need more space for books, and that we want it to be cohesive with the original building. We discussed talking with a Library Consultant this year in conjunction with the work HL Turner is doing. Kathy

has been in contact with a consultant that was recommended by a few NH Libraries. Kathy will ask Bill Herman about doing it this year.

- Kathy to call Shade Tree Landscaping to trim the trees in front of the Library.
- We have a ground hog living under the library that needs to be trapped, and then we will need the foundation fixed. Kathy will call a contact we have on file.
- Next steps of reopening: Kathy has been talking to the staff for a few months about how to start opening. About a third of the NH Libraries are now open, and more are planning on opening by Labor Day. Libraries that opened early are new buildings with large open spaces and good HVAC systems and are located in areas that do not have a lot of Covid cases. We discussed opening by appointment for only the adult fiction room. We can move items into the room and allow for self check-out. Kathy and Hope are volunteering to try opening by appointment one day a week starting 8/21. Kathy asked the Trustees to approve this plan as long as we can keep everyone safe and the staff are healthy. Kathy has written details on how this will work and masks will be required. Appointments will only be available when Kathy is in the building. The Trustees support Kathy and asked her to write up a formal policy/procedure.
- Motion to approve Kathy's recommendation for a partial opening of the library by appointment only following guidelines and allowing for pulling back if necessary, made by Nancy Mayland/ Marilyn Cavanaugh 2nd. All in favor. Motion passed.
- Wi-Fi hotspots. The library will buy the hardware for the hotspot and pays for the Wi-Fi service. Pricing is all over the place, the more expensive version has better connectivity Nancy suggested checking with Comcast too. Kathy is leaning toward the cheaper version for now to test usage, we can always switch if more people want them and we if we find the coverage isn't great. The grant pays for it this year, but we would have to pick up this cost going forward.
- Circulation took a nosedive in April, but it is back on the way up.
- CIP has been submitted, range from 5-15 thousand and Kathy will talk to Bill about moving it forward.
- Summer Programming has gone really well. Thanks to Dan & Mary for all their hard work!
- Hope is hosting a zoom Bulb program in August.
- Story Boards are up and Jaimie will do a post to invite patrons to check it out.
- Kathy talked about the online calendar we put in the budget for library programs. Kathy is going to set it up, get it working and get it prepared for new programs and for next summer. The next module is for the museum passes and Kathy would like to ask the Friends Group if they would be willing to purchase.
- Survey update: Kathy is leery about sending the survey until the library is open.
- ILL update: The State has announced that ILL will return in a few weeks! First they need to return all the books that have been out since March and then start from scratch.

Friends of the library

- The Friends will have a zoom meeting in September.

Old Business:

- Painting of the porch floor, the man who did it for us last time has not called Kathy back. Marilyn and Nancy suggested two other people to call.

New Business:

- Trim the trees in front of the library. Kathy to call Shade Tree Landscaping.

Any Other Business:

- AVS is opening fully and they will support people who want to home school their kids. Many patrons have mentioned they are home schooling for the first time this year, so the library is getting prepared to support them.

Opportunity for the Public to Speak:

- NA

Action Items:

- Kathy to call Shade Tree Landscaping to trim the trees.
- Kathy to purchase the Wi-Fi hot spots.

Motion to adjourn the meeting made by Marilyn Cavanaugh/ Liz Michaud 2nd. All in favor. Motion Passed.

The next meeting will be held Monday Sept14 at 6:30pm.

Meeting adjourned at 8:00 pm

Liz Michaud
Secretary

Griffin Free Public Library

Meeting Date: September 14, 2020

Treasurer's Report, August 31, 2020

Activity:

Operating Account: Closed

Additional Funds: Deposits of \$9.75 and \$10.00 for lost books

Book Sale: No activity

Investment Account (NHPDIP): No activity.

Gift Account: No activity

Museum Account: No activity.

Clearing Account: No activity

Bank Balances:

Museum:	\$ 3,449.23
Operating:	\$ 0
Clearing Account:	\$ 52.72
Gift:	\$ 3,695.94
Book Sale:	\$ 4,721.74
Additional Funds:	\$ 6,234.39
Cap Stock Acct (req'd.)	\$ 5.00
Bank Funds:	\$ 18,159.02
Investment Acct (NHPDIP):	\$ 45,622.70
Total Funds:	\$ 63,781.72

Current Status (Budgeted Funds):

Respectfully submitted,

Marilyn Cavanaugh, Treasurer



Director's Report for the September 14, 2020 Trustee Meeting

BUDGET

1. I have prepared a draft 2021 budget for the Trustees Review.
2. The Town of Auburn Finance Director has sent out a budget 2021 memo on September 3 that outlines this year's budget process.

FACILITY

3. The three old AC units felt as if they were no longer putting out cold air consistently so a call was put into Jim Trombly on 8/12 to inspect them. Trombly determined that they need a deep clean and will send a quote for consideration.
4. Shade Tree Landscaping Trimmed the Tree that was overhanging the front walkway.
5. HL Turner confirmed their meeting with the Trustees at the September 14, 2020 Trustee Meeting.

SERVICES

6. Two of the iPads have now been set-up for Self-Checkout by patrons. We have found that there is a bit of a learning curve for patrons to use the system so we have also been offering to do touchless checkout if the patron prefers. The rest of the iPads are in process of being set-up
7. The Mobile Beacon hotspots have been ordered. These are being paid for by the NH Humanities Grant.
8. We began providing in person browsing appointments on Fridays starting on August 28th based on staffing availability. Although it is time intensive, patrons have appreciated the service and it has been going well overall. At our last staff meeting, we discussed that the next step would be to allow people to also schedule to browse and self-checkout in the children's room. Unfortunately, due to our space limitations on configurations, patrons would be able to browse adult or children's, but not both at the same time. I would also like to expand the number of days that appointments are available.
9. We have patrons interested in being able to print from their devices. Several libraries around us are using a solution called PRINCH. I am currently looking at setting up a trial with them that would run to the end of the year.

POLICY

10. I have revised the draft *Library Continuum of Services in Event of Pandemic* for your review and consideration.
11. Please be advised that the NH DHHS contract tracing plan mentions using librarians as contact tracers during a surge (6/24/2020):
<https://www.dhhs.nh.gov/dphs/cdcs/covid19/documents/covid-case-investigation-plan.pdf>. As this falls under the authority of the Trustees, I wanted to make sure you were aware of this as well as the American Library Association's opinion: ALA Intellectual Freedom Committee post on the privacy implications of contract tracing conducted by librarians:
<http://www.ala.org/advocacy/privacy/guidelines/pandemic> .
12. At the most recent NH Library Director Conference call, the following topics were discussed: REALM Project 4 results, contact tracing by libraries, with winter approaching options for HVAC systems, NHAIS ILL system restart on September 15, revision of the NH Library reopening best practices (due at the end of the month), high turnover rate currently in libraries, and the NH Municipal Association Study
https://www.nhmunicipal.org/sites/default/files/uploads/documents/nhmas_municipal_reopening_survey_pdf_final.pdf .

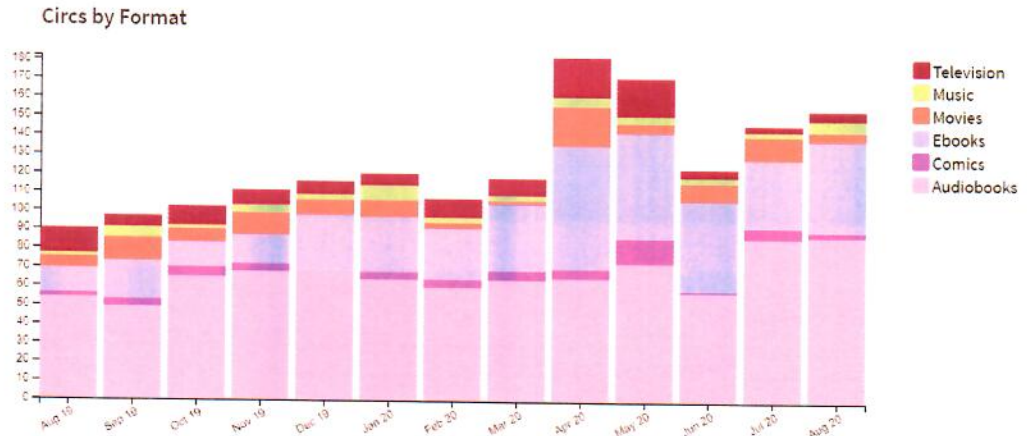
FRIENDS

13. The Friends Group met on September 10 for the first time since March. They decided to cancel this year's Santa Breakfast due to the ongoing pandemic. They are planning to do a 99 Restaurant fundraiser in April and the plant sale in May on the weekend after Mother's Day. They also voted to support implementing a new online Museum Pass reservation system through Plymouth Rocket.

STATISTICS

14. As expected, the pandemic lockdown has had a tremendous impact on our statistic. We have experienced spikes in electronic resource usage and phone calls while seeing decreases in physical circulations. Our ability to offer programming has been severely reduced. However, as we begin to go through phases of reopening, usage statistics are rising as well.

This graph breaks down the total circs by format.



	2020	Jan	Feb	Mar	Apr	May	June	July	Aug
Business Days (defined as staff operating in the building)		22	21	10	0	11	19	23	20
2020 Total Circulations (Circ, mus, NHDB)		2336	2377	1982	628	1281	1340	1724	1596
Circulation (In-House)		1843	1904	1515	53	720	845	1161	1024
New Issues		972	1044	546	34	391	470	522	531
Renewals		722	720	964	19	329	375	639	492
Magazines circulated		13	12	0	0	0	0	0	0
Borrowed ILL (patron requests)		129	111	0	0	0	0	0	0
Lending ILL (lent to other libraries)		76	65	0	0	0	0	0	0
Museum Passes		7	17	5	0	0	0	0	1
Circulation (on-line)		493	473	467	575	561	495	563	572
Overdrive		326	338	319	362	357	362	405	389
Hoopla		120	107	118	182	171	123	146	154
Kanopy (plays)		47	28	30	31	33	10	12	29
Website Page Views		1663	1346	1402	1191	2002	2125	2104	1933
Website Visitors		449	480	554	435	578	717	656	718
Facebook Friends (likes)		525	530	539	545	560	560	567	569
Phone Calls Taken		68	70	40		136	226	229	239
New Items		104	107	82	18	34	126	92	89
New Patrons		16	13	4	4	3	13	3	8
Patron Count (visitors)		747	828	352	0	0	0	0	4
Donations		887	777	330	0	156	16		2

Donations kept	45	29	17	0	0	0	3	0
Weeded	210	247	3	0	160	79	79	88
Monthly active patrons								
Curbside					85	134	137	149

	Aug 2018	Aug 2019	Aug 2020
Business Days (defined as staff operating in the building)	23	23	20
2020 Total Circulations (Circ, mus, NHDB)	1855	2433	1596
Circulation (In-House)	1529	1991	1024
New Issues	1087	1017	531
Renewals	311	849	492
Magazines circulated	11	1	0
Borrowed ILL (patron requests)			0
Lending ILL (lent to other libraries)	96	100	0
Museum Passes	24	24	1
Circulation (on-line)	326	442	572
Overdrive	326	298	389
Hoopla	na	90	154
Kanopy (plays)	na	54	29
Website Page Views	1406	1276	1933
Website Visitors	498	470	718
Facebook Friends (likes)	463	502	569
Phone Calls Taken	90	71	239
New Items	160	101	89
New Patrons	44	26	8
Patron Count (visitors)	875	849	4
Donations	1020	1075	2
Donations kept		42	0
Weeded		107	88

Respectfully Submitted by,

Kathy Gowney, Director



REVISED Draft date 9/11/20

LIBRARY CONTINUUM OF SERVICES IN EVENT OF PANDEMIC

These phases may be skipped or mixed depending on government recommendations, severity of outbreak, staffing levels and availability of resources. The intent is to move forward, or backwards, based on the current situation and best information available.

Building closed to the Public

1A. Stay-at-home order and/or high rates of illness:

- Only virtual services will be available; virtual programs and telephone services may cease if staffing is too reduced.
- Most staff will be assigned work at home.
- Bookdrops closed.
- No book donations accepted.
- Wi-Fi network available from the parking lot.

2A. Stay-at home order:

- Only virtual services available. Virtual programs and telephone services are reinstated if they ceased.
- Staff hours are increasingly worked within the building.
- Department projects are reinstated if they ceased.
- Bookdrops may be reopened.
- No book donations accepted.
- Wi-Fi network available from the parking lot.

3A. State-of-Emergency and enough staff available to maintain services:

- Non-furloughed staff return to working all their hours at the library.
- Some or most furloughed staff may be recalled to work.
- Book drops are reopened. A minimum of 72 hours passes before curbside service is reinstated. Staff will regularly wash and/or sanitize their hands. Items are quarantined for 72 hours before being checked in and returned to circulation or shelved.
- After initial wave of returned materials has gone through the quarantine process (minimum of 72 hours), materials may be picked up by appointment on limited hours. Loan orders are accepted by phone and online. All materials will be returned via the book drops.
- Virtual services and department projects continue.
- Add new virtual & distance services as appropriate (use online registration form and postal service for new library cards).



Building Reopened to the Public

4A. Social Distancing still required, limited number of patrons in building:

- Most or all furloughed staff recalled.
- Reduced and/or staggered library hours.
- Public will be admitted by appointment with time limits in the building and limited access within the building.
- Public will be required to respect social distancing requirements
- Public will be provided face coverings/masks if they do not have one. People unable to wear one will be provided services outside of the building.
- Staff wipe down service desks at least every two hours.
- Staff advised to wash their hands thoroughly and often.
- Sanitary wipes are available for shared computers (staff and public).
- Store away publicly shared items like manipulatives, learning toys, small office equipment, headphones, etc.
- Public hold the cards and materials for scanning by the staff or use self checkout.
- Gloves are available to all staff working at the service desks.
- Public and staff are encouraged to wear cloth face coverings in all public areas and staff will be provided face shields if they want one.
- Public seating is moved or removed to encourage distances of 6-10 feet,
- All virtual services remain.
- No in-person programs, one-on-one trainings or meetings in the library.
- Hand sanitizer offered at public entries.
- Install shields and/or line barriers, floor markers at six foot intervals and signage at service desks
- Wi-Fi network available from the parking lot.
- Chromebooks and/or iPads available for use in the parking lot/library property.

5A. Increased services in the building:

- All furloughed staff are recalled.
- Library hours return to normal.
- Some or most furniture returns to small groupings.
- Public will be admitted by appointment with time limits in the building.
- Porch Pick-up continues.
- Wi-Fi network available from the parking lot.

6A. Return to Normal Services (no restrictions):

- No restrictions on group sizes for programs and meetings.
- Meeting space with mass seating are reopened.
- Normal housekeeping of library spaces



- Returned materials are no longer quarantined. If someone identifies a member of their household was sick, staff will wipe down plastic surfaces of library materials returned.
- Programs & meetings of small groups (no more than 4 individuals) resume according to recommendations from CDC and state department of health.
- Porch Pick-up ceases.

Library

MEMORANDUM

TO: DEPARTMENT HEADS, COMMISSIONS, COMMITTEES, AND BOARDS
FROM: ADELE A. FRISELLA, FINANCE DIRECTOR
SUBJECT: BUDGET 2021
DATE: SEPTEMBER 3, 2020

.....

ATTACHED YOU WILL FIND YOUR BUDGET WORKSHEETS FOR THE BUDGET YEAR 2021. PLEASE TAKE A CLOSE LOOK AT THE YEAR-TO-DATE COLUMN, WHICH IS THROUGH EARLY SEPTEMBER. IF THERE ARE ANY PROBLEMS OR DISCREPANCIES ON THESE WORKSHEETS, PLEASE LET ME KNOW SO I CAN CORRECT ANY POTENTIAL PROBLEM.

NOW IS THE TIME TO PUT IDEAS FORWARD FOR IMPROVEMENTS, UPGRADES AND CHANGES. THIS WOULD HELP INSURE THAT THE NECESSARY FUNDS SHOULD BE AVAILABLE WHEN NEEDED. ANY BUILDING IMPROVEMENTS/REPAIRS SHOULD BE MENTIONED AT THIS TIME EVEN IF IT IS NOT PRESENTED WITHIN THE DEPARTMENT BUDGET. NOT ALWAYS IS IT KNOWN IF REPAIRS/IMPROVEMENT MAY BE NEEDED IN ALL TOWN BUILDINGS. NOW WOULD BE A GOOD TIME TO BRING ANY RECOMMENDATIONS FORWARD. TOWNS ARE REQUIRED TO GROSS BUDGET, WHICH MEANS THAT ALL COSTS SHOULD BE INCLUDED IN BUDGET REQUESTS. SOME OF THE BUDGET AMOUNTS MAY BE OFFSET WITH REVENUE FROM OTHER SOURCES LIKE GRANTS OR TRUST FUNDS, BUT ALL AMOUNTS DESIRED SHOULD BE PART OF THE BUDGET.

THE TOWN WILL NEED ALL BUDGET REQUEST AS SOON AS POSSIBLE. DEPARTMENTS OR COMMITTEES SHOULD SCHEDULE THEIR PRESENTATION BEGINNING IN SEPTEMBER AND ENDING IN EARLY DECEMBER. EACH BUDGET WILL NEED TO BE PRESENTED FIRST TO THE BOARD OF SELECTMEN ON MONDAY NIGHTS, AND THEN THE BUDGET COMMITTEE ON THURSDAY NIGHTS. PLEASE LET ME KNOW IF YOU HAVE A SPECIFIC DATE DESIRED FOR YOUR PRESENTATIONS. IT IS IMPORTANT THAT BUDGET WORKSHEETS ARE COMPLETED AND RETURNED TO ME BEFORE SCHEDULED MEETINGS. THIS INSURES THE REQUESTED BUDGETS WILL BE AVAILABLE FOR EACH MEMBER AND EACH MEETING. SHOULD YOU NEED ANYTHING FURTHER, PLEASE DO NOT HESITATE TO CONTACT ME.

THANK YOU. I LOOK FORWARD TO WORKING WITH ALL.

2021 PROPOSED LIBRARY TOWN OF AUBURN

	1 Expended 2017	2 Expended 2018	3 Expended 2019	4 Budgeted 2020	5 Expended YTD 2020	6 Depl/Comm Request 2021	7 % Chg 20/21	8 BOS Approved 2021	9 Budget Comm Approved 2021
Library									
1 01-4550-3-340-0	Library Operating Expenses	35,635.18	41,665.02	47,666.92	0.00				
2 01-4550-5-535-1	Library Utilities	0.00	0.00	434.76	8,900.00	5,115.31	-100%		
3 01-4550-5-550-1	Library Maintenance	0.00	0.00	180.00	7,250.00	3,235.00	-100%		
4 01-4550-5-690-1	Library Computer Systems	0.00	0.00	0.00	7,000.00	6,761.92	-100%		
5 01-4550-6-610-1	Library Equip & Furnishing	0.00	0.00	0.00	1.00	0.00	-100%		
6 01-4550-6-645-1	Library Training, Prof. Journals	0.00	0.00	0.00	2,300.00	235.00	-100%		
7 01-4550-6-650-1	Library Programs	0.00	0.00	0.00	1,150.00	1,450.67	-100%		
8 01-4550-6-650-2	Library Lending Materials/Print	0.00	0.00	0.00	9,300.00	6,031.14	-100%		
9 01-4550-6-650-3	Library Lending Materials/Electronic	0.00	0.00	0.00	9,212.00	5,958.36	-100%		
10 01-4550-6-660-1	Library Supplies	0.00	0.00	0.98	2,500.00	1,595.09	-100%		
Grand Total:		35,635.18	41,665.02	48,282.66	47,613.00	30,382.49	-100%	0.00	0.00



2021 Budget Recommendations DRAFT

<u>Lending Materials</u>	FY 2017	FY 2018	FY 2019	FY2020	FY 2021
	\$13,051	\$14,000	\$16,300	\$18,512	\$22,048

Increase to maintain current usage levels. We have seen a spike in our electronic resources this year, much higher than anticipated. We were able to apply grant funding this year to offset the cost, but the availability of obtaining grant funding for 2021 is unlikely.: hoopla (from \$2,400 to 4200 will maintain current usage, but doesn't allow for growth), NHDB (\$2,000 to \$3000), Kanopy (\$1,200 to \$1400)

<u>Programs</u>	FY 2017	FY 2018	FY 2019	FY2020	FY 2021
	\$1,000	\$1,000	\$1,150	\$1,150	\$1,500

This line helps pay for the cost to bring programming to the library. As we spent this line before the end of the fiscal year, an increase is being requested for 2021.

<u>Computer Systems</u>	FY 2017	FY 2018	FY 2019	FY2020	FY 2021
	\$5,700	\$6,960	\$6,950	\$7,000	\$7,200

As of September 9, 2020 this line is 97% spent. As costs are expected to increase next year, a slight increase has been requested.

<u>Equipment/Furn.</u>	FY 2017	FY 2018	FY2019	FY2020	FY 2021
	\$1552.85	\$3,521	\$2764	\$1.00	\$1.00

<u>Maintenance</u>	FY 2017	FY 2018	FY2019	FY2020	FY 2021
	\$6,500	\$6,900	\$7,250	\$7,250	\$16,810

Cleaning of the library building was budgeted for every other week in 2020. With COVID-19, we have now moved to every week doubling the cost from \$1560 a year to \$3,120. Additionally, it has been recommended to repair the old AC units: \$8,000.

<u>Supplies</u>	FY 2017	FY 2018	FY2019	FY2020	FY 2021
	\$1,600	\$1,800	\$2,245	\$2,500	\$3,000

We are now purchasing additional supplies due to COVID-19 including PPE, cleaning, disinfectant and hand sanitizer.

<u>Training/Journals</u>	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021
	\$2,000	\$2,000	\$2,300	2,300	\$2,300

Due to the pandemic, conferences were cancelled this year and many training opportunities were provided to library staff for free, online leaving this line underspent. This is anticipated to return to normal for 2021 so the request is to level fund this line.

<u>Utilities</u>	FY 2017	FY2018	FY 2019	FY 2020	FY 2021
	\$7,000	\$7,900	\$8,900	\$8900	\$10,100

Costs for Eversource and Comcast have both increase roughly \$50 a month each resulting in an increase of \$1,200 a year. We are now running an additional fan year round in the library to help purify the air using UV light. We also increase the amount of bandwidth of our internet resulting in the increased price from Comcast.

Capital Improvement Plan

FY 2021
\$10,000

The Library Trustees requested to hire a library consultant to help plan the needs of the library as part of the Town's Capital Improvement Plan.

<u>Overall</u>	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021
	\$38,403.85	\$44,081	\$47,859	\$47,613	\$72,959



Estimate
6159
 Printed 9/1/2020

257 Bridge St.
 Manchester, NH 03104-5096
 NH WATS 800-439-8797
 FAX 603-623-8591
 TEL. 6036685468



Estimate submitted to: GRIFFIN FREE PUBLIC LIBRARY 22 HOOKSETT ROAD PO BOX 308 AUBURN, NH 03032 Home: (603) 483-5374	Estimate Location: GRIFFIN FREE PUBLIC LIBRARY 22 HOOKSETT ROAD PO BOX 308 AUBURN, NH 03032 Home: (603) 483-5374
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SCOPE OF WORK:
 DISMANTLE ALL (3) INDOOR FANCOILS AND REMOVE BLOWER WHEEL, TAKE OUT SIDE AND CLEAN THOROUGHLY. CLEAN INSIDE UNIT AND REMOVE ALL DEBRIS AND MOLD OUT OF FANCOIL. REINSTALL BLOWER WHEEL AND REASSEMBLE FANCOILS AND TEST. ALL LABOR AND CLEANING SOLUTION AS NEEDED.

BASED ON 4-6 HOURS \$600-\$900

SCOPE OF WORK: FUJITSU TRI-ZONE MINISPLIT
 RECLAIM COMFORT AIRE SYSTEM, DISCONNECT AND REMOVE FROM JOBSITE. FURNISH AND INSTALL NEW FUJITSU 3-TON TRI-ZONE MINISPLIT SYSTEM. WE WILL INSTALL THE NEW CONDENSER IN SAME LOCATION ON PAD AND HEAT PUMP RISERS. WE WILL INSTALL FANCOILS IN SAME LOCATION AND REUSE THE EXISTING LINESET COVERS. WE WILL RUN NEW LINESETS FROM FANCOILS TO CONDENSER. WE WILL CONNECT TO THE EXISTING POWER FOR CONDENSER AND SWITCH OUT BREAKER AS THE FUJITSU SYSTEM NEEDS MORE AMPERAGE. PRICE IS COMPLETE WITH ALL MATERIALS AND LABOR INCLUDED.

- MATERIALS:**
- 1-FUJITSU AOU36RLXFZH HYPER HEAT CONDENSER
 - 1-FUJITSU ASU15RLF1 15,000 BTU WALL MOUNT FANCOIL
 - 2-FUJITSU ASU12RLF1 12,000 BTU WALL MOUNT FANCOILS
 - 1-COMPOSITE CONDENSER PAD
 - 1-SET CONDENSER HEAT PUMP RISERS
 - 3-INSULATED COPPER LINESETS
 - 1-40AMP MAIN PANEL BREAKER
 - 1-REFRIGERANT RECLAIM & DISPOSAL
 - 1-NITROGEN CHARGE (PRESSURE TEST NEW SYSTEM)
 - ALL 14/4 COMMUNICATION WIRE AS NEEDED
 - ALL CONDENSATE TUBING AS NEEDED

We propose hereby to furnish material and labor - complete in accordance with above specifications, for the sum of: _____ dollars (\$ 7,960.00).

Payment to be made as follows: **100% UPON DAY OF COMPLETION**

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workman's Compensation Insurance.

In the event that there is a Default under the terms of this agreement, the person to whom this proposal is made shall be responsible for all costs of collection, including reasonable attorneys fees, incurred as a result of the default. All material & workmanship is guaranteed for a period of 1 year from completion. All guarantees are void if final payment is not received within 30 days of completion. All invoices will be subject to finance charge of 2% per month on any balance over 30 days from original billing date. This is an annual percentage rate of 24%.

Authorized Signature _____
 NOTE: This proposal may be withdrawn by us if not accepted within _____ days.

Acceptance of Proposal - The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Date of Acceptance: _____

Signature _____
 Print Name _____

Signature _____
 Print Name _____
 Individually and as Guarantor

We propose hereby to furnish material and labor - complete in accordance with above specifications, for the sum of:

dollars (\$ **\$7,960.00**).

Payment to be made as follows:

100% UPON DAY OF COMPLETION

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workman's Compensation Insurance.

In the event that there is a Default under the terms of this agreement, the person to whom this proposal is made shall be responsible for all costs of collection, including reasonable attorneys fees, incurred as a result of the default. All material & workmanship is guaranteed for a period of 1 year from completion. All guarantees are void if final payment is not received within 30 days of completion. All invoices will be subject to finance charge of 2% per month on any balance over 30 days from original billing date. This is an annual percentage rate of 24%.

Authorized
Signature _____

NOTE: This proposal may be withdrawn
by us if not accepted within _____ days.

Acceptance of Proposal - The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Date of Acceptance: _____

Signature _____

Signature _____

Individually and as Guarantor

Print Name _____

Print Name _____