



November 14, 2020

To: Plymouth District Library Board

From: Carol Souchock, Plymouth District Library Director

Re: HVAC Update

There are three HVAC projects that are being addressed today:

1. IT Room Split Unit – Included in 2020 Budget – Replacing 20 Year Old Unit - Estimated Cost \$15,000
2. Main Floor Attic Cabinet Unit Heater – Replacing 15 Year Old Unit - Estimated Cost \$2,500
3. RTU2 Blower Motor Replacement – Estimated Cost \$10,000

I am seeking board approval for these “not to exceed costs” to complete this required work in 2020 before winter conditions arrive.

Funds are available in our 2020 budget for these purchases. To facilitate these purchases an internal budget will take place as follows:

EXPENSES:

Salaries – Sundays	-\$27,500
--------------------	-----------

Repairs and Maintenance/Equipment/Contract Services	\$27,500
-----------------------------------------------------	----------

RESOLVED BY _____, SECONDED BY _____, TO APPROVE THESE HVAC PURCHASES AT A COST NOT TO EXCEED \$27,500 AND GIVE THE DIRECTOR PERMISSION TO AWARD THESE PROJECTS.