



**June 14, 2020**

**To: Plymouth District Library Board**

**From: Carol Souchock, Plymouth District Library Director**

**Robyn Lowenstein, Business Manager**

**Re: HVAC Duct Work Update and Budget Adjustment**

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At our March 2020 meeting I was given authority by the board to move forward with addressing the library's required HVAC duct work replacement and maintenance in a timely manner and directed to bring the project expenses back for a budget adjustment once they were confirmed. Our expenses are now confirmed and it is the appropriate time to move forward with a budget adjustment to address them.

The majority of this project will be funded via use of our fund balance and funds are available for this transfer. These funds had been set aside for future building needs. Our insurance company has approved a \$25,000 payment on this project and I hope to hear from the Dunning Foundation this month in regards to our request for grant funds for this project.

This project is progressing per schedule and we expect it will be completed by late July.

I have been updating board president Brian Anderson and vice president Yasir Khogali weekly on the costs and progress and providing a monthly report to the full board.

Unrelated to the HVAC duct work project it was discovered yesterday that one of our sump pumps is failing and the expected cost of repairs is estimated at \$5,000. This motor is original to the building and was installed around 1997.

In addition to replacing the motor and the float I would like to add controls to this unit so that we are notified if either unit fails in the future at an additional cost of \$1,000. Doing so will allow us to respond in a timely manner if there is a failure.

This repair work is required to take place as complete failure of the sump pump will result in flooding of the elevator pits and the basement. I am seeking an additional budget adjustment of \$6,000 to address this emergency issue.

We are asking the Board to approve a budget adjustment in the amount of \$453,000 as follows:

Revenue	Transfer From Fund Balance	\$428,000
Revenue	Insurance	\$ 25,000
Expenditure	Building System Replacement	\$331,000
Expenditure	Repairs and Maintenance – Duct Cleaning	\$53,000

**June 2020 Board Meeting 8.2**

Expenditure	Moving – Book shelves, books, and Furniture	\$29,000
Expenditure	Contract Services – Engineering/Architectural/Legal	\$34,000
Expenditure	Repairs and Maintenance – Sump Pump	\$6,000

**RESOLVED BY \_\_\_\_\_, SECONDED BY \_\_\_\_\_, TO APPROVE THE PROPOSED 2020 BUDGET ADJUSTMENT OF \$453,000 FOR BUILDING AND SERVICES EXPENSES.**

**AYES \_\_\_\_\_**

**NAYS \_\_\_\_\_**