

PINCKNEY COMMUNITY PUBLIC LIBRARY HYBRID BOARD MEETING
MAY 23, 2024
9:30 AM
HYBRID REGULAR BOARD MEETING DRAFT MINUTES

CALL TO ORDER @ 9:35 am

Present: Kate Pratt, President; Shelly Wagnitz, Vice-President; Judy Wismont, Trustee; Hope Siasoco, Director; Tyra Schmitter, Staff Member/Public; Sara Castle, Youth Librarian/Assistant Director/Staff Liaison, and Jennifer Brennan, Note Taker.

Absent: Kate Robertson, Treasurer; Patti Nicholson, Secretary.

President's Announcement regarding Public Comment Section

PUBLIC COMMENT

Note: Public Comment for this hybrid meeting is made available in advance of the meeting through this publicly available Google Document: <https://forms.gle/JbZBfHEmfhJqgp8R7> or email: hsiasoco@pinckneylibrary.org or during the time of the meeting.

Tyra Schmitter spoke during the Public Comment section.

The topic is HRA library contribution payments. Employees received 3 back payments posted Feb – April.

They believe they are still missing payments from Jan and May.

She asked the question: Why is this monthly bill being missed?

SPECIAL ISSUES – HRA Topic Moved at the top of the Agenda

- Library HRA Employee Benefits
 - A discussion followed public comment:
 - Shelly Wagnitz invited Sara Castle and Tyra Schmitter to join in the discussion freely.
 - For the past two months, since this issue was brought up to the Library Board during their April Board Meeting, staff members have asked why the Library has had no payment contributions sent for their HRA accounts. It was discovered during this time, that Journey's reporting portal did not post the January 2024 contributions and there were no noted contributions for February, March, and April. It's the middle of May, and the library contributions were still not showing up as being received by Charles Schwab. At this time, Dianne Gonzales, the library's bookkeeper, pointed out to Hope that there was a huge error in reporting from both Journey RPS and Charles Schwab. January 2024 contributions were sent at the tail end of December 2023—which isn't reflected on the staff members' Journey RPS portal. And the "catch up" payments for February, March, and April 2024 was returned to the library due to a typo in the PO Box address line at the tail end of April. The check was resent to Charles Schwab as soon as that error was discovered. However, although Charles Schwab received the "catch up" check payments for February-April 2024, Journey's portal still did not reflect this information. So, library staff members still didn't see "real time" reporting on how much money they have in their individual HRA accounts, which is a very major concern.
 - Kate Pratt is concerned that communication is lacking between all parties—Library Administration, Journey RPS, and Charles Schwab. Hope is tasked with communicating what has happened to library staff members, along with planned solutions to make sure this major error doesn't happen again.
 - This is a monthly cost so payments should be made monthly even if a bill is not sent.
 - Why did this happen?
 - The library is in error because they did not make the payments in a timely manner.
 - Four months of interest has been lost.
 - Is there compensation to be considered for employees for lost earned interest during the missed months of payment? Suggested amount between 3.4% - 6%
 - Dianne Gonzales, library bookkeeper, is now managing the related paperwork with Nic Pospiech at Journey RPS to make sure this error in payments and communication doesn't happen again.
 - Move from Charles Schwab Brokerage Account to Charles Schwab Trust Account
 - Move is planned in time for June contributions if Charles Schwab can send all contract paperwork before the end of the month.
 - Signatory for Charles Schwab documents:
 - Hope Siasoco, Library Director, is the primary signer.
 - Kate Pratt is the second signer if Hope is unavailable.

- Shelly Wagnitz is the third signer if Kate Pratt is unavailable.
- By the end of May employees will get January to May HRA payments in their accounts.
- The Board directed the Library Director to get more information from Charles Schwab about lump sum deposits with monthly dispersals.
- The Board directed the Library Director to ask Charles Schwab if they have a mechanism for dispersals so that a third-party vendor, like Journey, does not need to be used.
- Judy Wismont made a motion for the Library to compensate those employees who are participating in the HRA an additional one-time payment of 5% for the months of January-April of 2024 for the monies delayed for deposition in the HRA, and the subsequent interest lost and Kate Pratt seconds. All approved and motion passed.

CONSENT AGENDA



CORRECTION/ADDITIONS TO AGENDA



READING OF MINUTES FROM APRIL 18, 2024, BOARD MEETING



PRESENTATION OF BILLS:

- April 2024 Bills for Review
 - Kate Pratt asked to switch the order of the Special Issue topics to discuss Library HRA Employee Benefits first.
- Kate Pratt made a motion to accept the Consent Agenda as corrected and Judy Wismont seconds. All approved and motion passed.

SPECIAL ISSUES

- Library A/V equipment upgrade project for 2024
 - Budget is needed from Board, but the final decision is left to the Youth Librarian/Assistant Director and Library Director.
 - Hope & Sara are going to visit TELSystems in Ann Arbor to look at the proposed Yealink Whiteboard system.
 - The Library is currently looking at the three quote proposals submitted.
 - See attached quotes.
 - A discussion followed.
 - The Library had a CD mature at \$72,980.46 in April and money is available.
 - Kate Pratt made a motion to set the budget for the 2024 A/V Upgrade Project at \$60,000 and Shelly Wagnitz seconds. All approved and motion passed.

OLD BUSINESS:

- REPORT: Seed Library Collection Eagle Scout Project - Tabled
- REPORT: Community Shredding on Saturday, May 11 from 10am – 2pm—Feedback request from Shred-It
 - Several Board Members participated and had very good feedback.
- Library's Building Insurance
 - Hartford Insurance Offers Autopay
 - The Library now has an On-line account.
 - Premium was paid for 2024-2025 coverage year.
 - Directors & Officers Insurance Update
 - Will adjust the timing of payments in October when current coverage ends.
 - Shelly Wagnitz made a motion to move payments to Autopay and Kate Pratt seconds. All approved and motion passed.

NEW BUSINESS:

Reports:



Library Progress Report

- IMPORTANT – Refer to Highlights from Library of Michigan Directors Meeting Notes – May 10, 2024 Meeting
 - Banking and Crime Insurance
 - Included in Hartford coverage for Pinckney Library Liability Insurance.
 - Positive Pay Service is available for an additional fee.
 - The Board is not interested in this service.
 - Social Media Policy Review – Should PCPL allow for comments on Library Social Media Page?
 - Comments allow people to repost and share.
 - The Board confirmed the answer is yes.
 - Library Establishment Types

- A summary of the different types of libraries in a “Breakdown” format from Foster Swift Collins & Smith, library lawyers, was highly informative.
 - For reference: Pinckney Library is a District Library with 5 appointed members—2 appointed by the Village Council and 3 appointed by the Township Board.
 - Board members need to be familiar with operational differences between different types of libraries, as there are different laws that apply to different library types.
- Update on HVAC RTU damage
 - D&R Heating Schedule
 - Waiting for parts
 - Work will be done in rotation to prevent a library shutdown
- Update on Parking Lot Work
 - Parking Lot Crack Sealing and Lining
 - Scott Mills, Library Building Coordinator, did the work.
 - An outside company may not be necessary to complete the work this year.
- Update on Library Events:
 - Baby Time Storytime on Mondays at 10am until May 20, 2024
 - Family Story Time on Tuesdays at 11am until May 21, 2024
 - Kids Knit & Crochet on Thursdays at 12pm-1pm until May 23, 2024
 - Crafty Chix Knitting Group on Thursdays at 12pm-2pm until May 23, 2024
 - Seva Yoga – every Fridays from 10:30am-11:30am until May 10, 2024
 - Plant Swap – Saturday, May 4 at 9am
 - Mario Kart Life Size Obstacle Course – Saturday, May 4, 2024 at 1pm-2pm
 - Community Shredding – Saturday, May 11, 2024 at 10am – 2pm
 - Off the Shelf Book Discussion—Tuesday, May 21, 2024 from 6:30pm-7:30pm; May’s book title: *Tom Lake* by Anne Patchett
 - Native Plants with Barbara Gregerson, MSU Extension—Wednesday, May 22, 2024 at 11am-12pm
- ✚ Friends Group Report- Reviewed and on file
 - Big Book Sale during Art in the Park: Friday, May 31 at 12pm-6pm; Saturday, June 1, at 10am-6pm; and Sunday, June 2, at 10am – 2pm
 - Looking for Volunteers to help with Set Up (Thursday, May 23 after 12pm until Thursday, May 30 from 9am – 8pm), Sale Dates (Friday, May 31 – Sunday, June 2), and Clean Up (after the sale on Sunday, June 2 – Tuesday, June 4)
 - Sign Up to volunteer at the circulation desk and online
- ✚ Bookkeeper’s Report- Reviewed and on file
- ✚ Treasurer’s Report- Reviewed and on file
 - Transitioning Operations and General Fund Accounts from PNC Bank to Bank of Ann Arbor—UPDATE
 - Update on transitioning banks – Tabled until Kate Robertson is present. Dianne, library’s bookkeeper, sent Kate Robertson a timeline of action items.
 - Closing PNC Operations Checking Account
 - PNC Operations Account (see bookkeeper email from 5/16/2024)

Issues: None

NEW AND ONGOING BOARD ISSUES

- Other Employee Handbook Revisions—TABLED

CALL TO THE PUBLIC: None

ADJOURNMENT @ 10:55 am

Shelly Wagnitz made a motion to adjourn and Judy Wismont seconds. All approve and the motion passes.

Respectfully Submitted by Jennifer Brennan, Board Notetaker

BILL TO **JOB LOCATION**

Company: Pinckney Library
Address: 125 Putnam St
 Pinckney, MI 48169

Company: Pinckney Library
Address: 125 Putnam St
 Pinckney, MI 48169

Date: 2024-05-08
Sales Rep: JOEL DONLON
Phone:
Email:

Contact: Hope Siasoco
Phone: (734) 878 2952

Contact: Hope Siasoco
Phone: (734) 878 2952

TITLE

Conference Room AV Upgrade

SCOPE OF WORK

Project:

We are pleased to provide a proposal for the **Main Conference Space, West Room & Library Conference Space @ Pinckney Library.**

Objective:

- Goal is to support the upgrade in the main conference space along with two separate spaces to give flexibility to each individual rooms for multiple use cases.

Solution:

Main Conference Space:

- Provide a new software package (Extron) to run the entire room off of a touch panel which can be locked up in or near the rack if required.
- The space would also receive a new 4k enhanced Epson projector and an electric screen larger than the one currently in the space.
- A new 4k blue ray player has also been added to the scope for movies and enhanced visual requirements.
- Utilizing the existing speaker system and amplification
- Rack is also to be utilized.

Small and Medium Size Conference Spaces:

- We are proposing a Yealink 65" Collaboration meeting board on a cart for both spaces for any events requiring meetings within the space or external with participants via Teams
- The equipment has a 4k camera with the 120 degree area which can capture all folks in the room along with speakers already on the board. Additional collaborative options can be added to the board if required.
- This will allow the library to utilize this board in any manner necessary and is completely mobile.

Scope of Work:

- As defined by line items.
- Coordinate with management team on timing
- Requires removing a drop ceiling tile in order to house the array. this will be secured with cable.
- Update control programs for room and test.
- Clean debris to pre-installation state.

Assumptions:

- The installation will be performed during normal business hours.
- See also our terms and conditions.

Quote Revision History:

- This is an initial quote.

Time Table:

- This will be confirmed with the Pinckney Library team depending on availability of room along with crew to facilitate best case scenario.
- We will activate on this order immediately upon receipt of your order approval and maintain contact with you on delivery before installation.

Project Scheduling and Communication:

- Once we receive your purchase order, we will immediately convert this quotation to an order, which will activate our process assigning a project manager.
- Our project manager will lead the equipment ordering process and serve as your point of contact through completion.
- The project manager will initiate an email thread with you, typically within two weeks of order-conversion, and update the email thread with progress reports in an ongoing basis until the project is complete.
- All questions, requests, concerns and general notes relating to the project must be directed to our project manager as a first point-of-contact to ensure proper communication and timely project success.

Comments:

- We are flexible with our products and services offerings and we are happy to revise this proposal to better accommodate your plans and budgets.

PART NUMBER	MANUFACTURER	DESCRIPTION	QTY	UNIT PRICE	TOTAL PRICE
Conference Room					
Other Items					
60-1562-02	Extron	TLP Pro 725T - Black 7" Tabletop TouchLink Pro Touchpanel - Black	1.00	\$1,581.25	\$1,581.25
DN-300Z	Denon	CD, SD, USB Player with BT and AM/FM Receiver, Single Play, Balanced Outputs	1.00	\$393.75	\$393.75
GSM4212P-100NAS	Netgear	M4250-10G2F-POE+ 8X1G POE	1.00	\$732.76	\$732.76
60-1421-13	Extron	DTP T HWP 4K 231 D - White DTP Transmitter for HDMI - Decorator-Style Wallplate, White - 230 feet (7	1.00	\$437.50	\$437.50
60-1238-81	Extron	IN1608 xi Standard Model	1.00	\$2,568.75	\$2,568.75
60-1531-13	Extron	DTP R HWP 4K 231 D - White DTP Receiver for HDMI - Decorator-Style Wallplate, White - 230 feet (70 m	1.00	\$512.50	\$512.50
V11HA31020	Epson	PowerLite L520W Projector	1.00	\$2,216.25	\$2,216.25
RPAUW	Chief	UNIVERSAL RPA WHITE	1.00	\$191.66	\$191.66
CMA115	Chief	CMA-115 FLAT CEILING PLATE	1.00	\$49.16	\$49.16
DL15727L	Da-Lite	CONTOUR TNSD 156D DM	1.00	\$3,870.00	\$3,870.00
40975DAL	Da-Lite	3-BUTTON SWITCH-LVC,WHITE	1.00	\$81.75	\$81.75
40932DAL	Da-Lite	#6 WALL BRACKET,WHITE	1.00	\$21.06	\$21.06
ATW-1312/L	Audio Technica	System 10 PRO Digital Wireless System includes: ATW-RC13 rack-mount receiver chassis, ATW-RU13 x2 re	1.00	\$830.00	\$830.00
TELCABLE-254246EZBK1000	West Penn Wire	CAT6+ 350 MHz (4 Pair 23AWG) Plenum, (per foot price)	1,000.00	\$0.31	\$310.00
TELCABLE-25291BBK1000	West Penn Wire	22 Gauge 2 Conductor Shielded Plenum, (per foot price)	1,000.00	\$0.11	\$110.00
50181	C2G	3FT PREMIUM CERTIFIED HS HDMI CABLE 4K	2.00	\$12.81	\$25.62
OFE	OFE	Owner Furnished Equipment-Crown CDI2000	2.00	\$0.00	\$0.00
OFE	OFE	Owner Furnished Equipment- Ceiling Speakers	1.00	\$0.00	\$0.00
FREIGHT		Freight	1.00	\$337.08	\$337.08
MISC-EXPENSE		Misc Material	1.00	\$294.12	\$294.12
		Installation Services			\$7,263.00
		Other Items Total:			\$21,826.21
		Conference Room Total:			\$21,826.21
Conference Room Option					
Other Items					
DN-500BDMKII	Denon	Blu-Ray, DVD & CD/SD/USB Player	1.00	\$460.69	\$460.69
		Other Items Total:			\$460.69
		Conference Room Option Total:			\$460.69
Multiple Room					
Other Items					
MB65-A001	Yealink	MeetingBoard for Small and Medium Rooms, Manager Office 1x 65 inch all-in-one Collaboration Display,	1.00	\$4,500.00	\$4,500.00
WPP30	Yealink	WPP30 Wireless Sharing & BYOD Pod	1.00	\$281.25	\$281.25
MB-FloorStand-650	Yealink	1x FloorStand for MeetingBoard 65	1.00	\$537.50	\$537.50
		Installation Services			\$405.00
		Other Items Total:			\$5,723.75
		Multiple Room Total:			\$5,723.75
		Subtotal:			\$28,010.65
		Tax:			\$1,220.59
		Total:			\$29,231.24

IF YOU WISH TO ACCEPT THIS PROPOSAL AND RELATED STATEMENT OF WORK, PLEASE SIGN AND RETURN

BUYER: _____ SIGNATURE: _____ DATE: _____
(Print Name)

General Terms and Conditions

These Terms & Conditions are by and between Thalner Electronic Laboratories, Inc. d/b/a TEL Systems, Inc. and the undersigned Customer (the "Customer")

1. **PRICING All prices good up to 15 days after quote date, and all sales are considered final.**
2. **STORED MATERIAL: Equipment is ordered promptly when project is approved. Client will be charged for Stored Material as product is received here at our facility. The material is fully insured in a climate controlled storage area at our facility. Photos, suppliers packing slips, etc. will be supplied upon request.**
3. **INSTALLATION:** Customer hereby grants to TEL Systems the right to install the equipment, and represents and warrants that all necessary governmental and third-party approvals for installation have been obtained. Delays in installation caused by public agencies, manufacturers, suppliers, acts of God, strikes or other union bargaining, and all acts not directly attributable to TEL Systems shall not in any way affect the obligations of Customer. TEL Systems shall not be responsible for damages for any such delay.
4. **TAXES, FEES, AND PERMITS:** Customer agrees to pay TEL Systems all State and Local taxes, excises, permits, and fees if required. All dollars in this agreement are pretax unless otherwise stipulated.
5. **PAYMENT:** Payment accepted in the form of cash, cleared business or personal check or other pre-approved electronic payment options. Financing options are available and must be agreed upon before sale.
6. **SHIPPING:** All shipments of Equipment are FOB TEL Systems' distribution facilities, unless otherwise noted in quotation.
7. **RESPONSIBILITY:** Please reference the proposal number on purchase orders or correspondence. Until balance is paid, Customer agrees to take proper care of the Equipment on premises and to be responsible for its damage or loss by fire, theft, casualty or any other cause whatsoever, and will not permit or suffer same to be removed from the place of its location at address of Customer, without written consent of TEL Systems or assigns.
8. **GENERAL:** This Agreement constitutes the sole and entire understanding between the parties with respect to the subject matter hereof and supersedes all prior conversations, agreements, representations and promises, whether verbal or written. No modification of this Agreement shall be valid unless made in writing and properly signed by each party.
9. **INFRASTRUCTURE:** In the event that TEL Systems is installing equipment or systems that require connectivity to the Customer network including, but not limited to, VOIP / SIP / POTs connectivity, Internet Access, Wireless Network Access, firewall traversal, port forwarding, and/or RF COAX, TEL Systems may advise Customer as to the network requirements. Any responsibility for infrastructure on the part of TEL Systems stops at the installed equipment's network jack or wireless connection; and configuration of the network settings on the device sold. TEL Systems is not responsible for updating network settings in the event the Customer's network changes. If the Customer's network is not "Plug and Play" then any custom network settings must be supplied by the Customer to TEL Systems before the completion of installation.
10. **INSTALLATION AND SITE PREPARATION:** Installation (field assembly, interconnection, equipment calibration and checkout) is to be performed by the TEL Systems' trained technical employees. There may be times that TEL Systems will find it necessary to employ sub-contractors to assist in or carry out, in whole or in part, the installation. TEL Systems shall coordinate and cooperate with other trades to facilitate satisfactory work progress. If the TEL System's work in progress is impeded by other trades and/or contractors (excluding TEL System's own subcontractors) or by scheduling delays due to the Customer, time delays in the final installation as well as additional charges including labor, travel and reasonable expenses may result.
11. The Customer shall be responsible for preparing, at its own expense, the installation site in accordance with the TEL Systems' instructions, including the requirements specified in the quotation. TEL Systems shall not be responsible for any high voltage electrical work, conduits, raceways, cable trays, ceiling modifications, structural modifications, or mechanical systems modifications. Unless otherwise specified, Customer shall provide TEL Systems with source code (uncompiled) including GUI touch panel files for any non-TEL Systems programmed remote control systems required to be modified under the terms of this agreement. All building renovations, structural, aesthetic, trim, finish work or otherwise are not included in TEL Systems' pricing.
12. Installation price reflects work performed during normal business hours only, unless specified in writing.
13. The Customer shall provide TEL Systems with reasonable access to the installation site before delivery, for purposes of determining site readiness for installation, and shall designate an individual on Customer's staff to serve as a contact person for all site preparation and installation issues. The installation will be scheduled through this single point of contact. If the Customer needs to move the pre-scheduled installation date 10 business days or closer before the pre-scheduled install date, additional fees may incur.
14. Customer shall provide TEL Systems with access to the installation site to prepare for installation. The Customer shall indemnify the TEL Systems against any loss, damage or claim arising out of the condition of the storage and installation premises. Customer shall obtain at its expense and keep effective all permissions, licenses, and permits whenever required for the installation and/or use of the Equipment and the premises where the Equipment shall be situated.
15. **LIMITATIONS OF WARRANTY – PRODUCTS OF OTHERS:** This proposal will include a limited one-year, on-site parts and labor warranty against defective workmanship on the installation and on the products included in the system. The system warranty is initiated at the time of substantial system completion. Please see the TEL Systems Warranty/Implementation Agreement for more details and clarifications.
16. Unless otherwise specified, no warranty is provided for "consumables" including batteries, lamps, glassware and evacuated devices. TEL Systems' obligation with respect to any material or part identified in the quotation, literature, or specifications furnished to the Customer as manufactured or supplied by others, shall be to pass on to the Customer the applicable manufacturer's warranties, if any. TEL Systems makes no implied or assumed claims regarding performance, capabilities or interface capability of the equipment listed unless otherwise noted.
17. **CHOICE OF LAW AND SEVERABILITY:** This agreement shall be interpreted in accordance with and governed in all respects by the law of the State of Michigan. Should any provision of this agreement be found invalid or unenforceable by a court of law, it shall not affect the validity of any other provision contained herein.
18. **RESTOCKING FEES:** Equipment returns must be authorized in writing by TEL Systems and may incur a re-stocking fee plus total freight.
19. Additional Freight Charges and/or Surcharges may be applied to the Final Invoice.
20. **CHANGE ORDERS:** Any changes made to the design of the system or the contractual agreements in implementation or functionality may result in a price change and will require a "Change Order" form signed by an authorized decision maker for the Customer.
21. **CONFIDENTIALITY:** This Entire Document and all information enclosed including drawings, specifications and designs is the property of TEL Systems. Proprietary information provided to Customer (or agents) is for the sole purpose of demonstrating TEL Systems' capabilities and shall be held in confidence. These Materials may not be copied, distributed or disclosed in any way without the sole written permission of an authorized representative of TEL Systems.

Pinckney Community Public Library
Re: Room 2 and Board Room General AV Work

Project Number: CS2400023

Thank you for the opportunity to speak at length in regard to your project.

Sound Planning is an integrator of emerging technologies with over 48 years of experience designing, engineering, and installing professional sound, lighting, video and presentation systems of all types for corporations, municipal buildings, schools, and houses of worship. We are confident that our approach to your project will meet and exceed your expectations.

Our experience can save you valuable time and money in several ways.

- Our commitment to staying on the leading edge of technology allows us to become “experts” on evolving systems. We can provide the new technology you want when you want it.
- We are dedicated to a successful and ongoing relationship with you. After installation, we'll provide complete training for your technical teams, and our technicians are always available for service whenever needed.
- Sound Planning is capable of providing all the AV systems you require, thus offering a one-stop solution to all your AV system's needs.

Sound Planning Communications will provide you with the best products, and excellent customer service. Our goal is to give you complete peace of mind with worry-free systems and exceptional service after the installation.

We have included in our proposal everything the library will need to make an informed decision about the system upgrade project. If you have any questions, please call anytime. We are looking forward to working with you on this exciting project.

design

sound

sales

video

installation

intercom

service

acoustics

rentals

Equipment List

Meeting Room: Viewing and Gathering Area

- (1) New 11,000 Lumen Panasonic Projector with correct lens for throw distance.
- (1) New 165" Electrical Wall Mounted Projector Screen.
- (1) New 86" TV/Display with Mount.
- (2) iPad touch mount controllers for controlling displays with and without room divisions.
- (1) New Control System
- New Equipment located in headend including:
 - Bluray Player
 - Bluetooth Audio Receiver
 - Rack-mounted mixer
- (1) New Dual-Channel Wireless Microphone system with:
 - 2 handheld transmitters
 - 2 bodypack transmitters

Total: \$55,162.00



Board Room:

- (1) New 86" TV/Display for use with user-provided computer.
- (1) New Barco Click-Share video/speaker bar with 2 wireless casting devices to be used with user-provided computer.

Total: \$10,455.00

Optional Budget: Board Room Acoustic Treatment

After reviewing the space with Sound Planning Communication's Acoustic Engineer, it has been estimated that roughly \$12,000-\$15,000 would be needed to appropriately treat the space. Should the library wish to move forward with this treatment, a site measurement along with sound measurement would then be conducted.

PRIOR TO INSTALLATION

Upon acceptance of proposal and receipt of contract, Sound Planning will order all equipment specified in this proposal, and complete the engineering process.

INSTALLATION AT JOB SITE

Client will be responsible for any and all structural and electrical upgrades needed to support the installation of the systems. **Note that electrical work is required and not included in this system.** Once installation is complete, Sound Planning will inspect the installation, tune the system and train operators.

Installation is to include:

- Mount, install and adjust all equipment.
- Install all equipment into the rack.
- Dress and terminate all wiring per normal accepted practices.
- Install all wall and trim plates as required for the installation.
- Label all wiring and equipment as necessary.

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EXECUTION

- Sound Planning will use equipment in the manner specified and shall install it in accordance within its specifications and manufacturer's recommendations.
- Sound Planning will leave job site and all equipment clean and free from marks and blemishes.
- Sound Planning will clearly and logically label all controls, jacks and receptacles with their function in this system.
- Sound Planning will hold a training session to teach the operation and capabilities of the new audio system.

WARRANTY

The installation work on your audio system is guaranteed against defects for a period of one year from the date of installation. This guarantee shall not apply if the equipment installed is damaged due to misuse, use by unauthorized persons, vandalism, theft, or accident (including damage to the church premises through natural or man-made events, such as fire, storm construction, etc.).

CONFIDENTIALITY

The designs, engineering, and installation specifications, as well as the contents of this proposal are proprietary to Sound Planning Communications., Inc. and are not to be disclosed in whole or in part to anyone for competitive quotation or design review. The information and concepts contained in this proposal are protected by law and are the sole property of Sound Planning Communications., Inc. until the rights are purchased through the acceptance of this proposal.

design

Payment terms are NET 30 days, 25 percent deposit due with signing. This proposal is valid for 30 days. All returned items are subject to a 20 percent restocking fee.

sound

All new equipment, materials and labor provided by Sound Planning will be covered by our one-year warranty. In addition, certain manufacturers will provide extended warranties for up to five years for their products.

sales

video

We appreciate this opportunity to be of service to you. If we can provide additional information please contact me by telephone at 313 255-4100.

installation

Sincerely,

intercom



service

Carrick Secorski
AVL Sales Specialist
csecorski@soundplanning.net

acoustics

rentals





Date: 5/17/2024
Expires: 6/16/2024

Client: Pinckney Public Library

Prepared by: Teoma Systems
560 Kirts Blvd., Suite 120
Troy, Michigan 48084

Budgetary quote for an Audio Video system for Pinckney Public Library main conference room. Quote includes all materials and installation labor to install two screens, 85" and 65" in the split/ajointed conference room. System is designed for use as one large room, or the two rooms independently, including simultaneous use.

<u>Qty</u>	<u>Part Number</u>	<u>Description</u>
1	3S-QB85C	LFD 85 COM 4K UHD
1	3S-QB65C	LFD 65 COM 4K UHD
2	CJ-LTM1U	TILT 830X400 200LBS 42-86
2	7H-991000397	ROOMMATE+TAP IP BUNDLE
1	QB-CORE11FV2	CORE PROCESSOR
1	QB-SLDAN16P	UNIFIED LICENSE
1	QB-SLQSE110P	SCRIPTING ENGINE SOFTWARE LICENSE
1	QB-SLQUD110P	SYSTEM USER CONTROL INTERFACE
1	QB-IOUSBBRID	VIDEO IOUSB BRIDGE 12VBK I/O USB BRIDGE
2	QB-NC12X80	EPTZ CONFERENCE CAMERA
2	ME-ATND1061D	AUDIO TECHNICA BEAMFORMING MIC
1	6E-HMXL4CSKT	4X4 HDMI 18G MAXTRIX KIT
2	6E-HEX11WPTX	HDMI WALL PLATE HDBASET TRANS
2	6E-HEX70CSRX	HDMI 18G EXTENDER RX 70M
8	RH-HD18G6PRO	HD18G-6PROBLK-PRO AV/IT CERT
2	RH-HD18G12PR	PRO AV/IT CERT 18GB 4K HI
2	RH-USB3AB6ST	USB 3.0 A MALE TO B MALE CABLE
1	QB-SPA460	1/2 RU 4 CHANNEL ENERGystar AMP
12	QB-ACC6T	6" CLNG SPKR 70/100V/8 OHM EA
1	W9-GSM4230P0	M4250 26G4F POE PLUS MNGD SW
1	FU-P8PROC	20A ADVANCED POWER CONDITIONER
1	RK-ER18U	18 SPACE ENCLOSED RACK
1	WP-291BK0500	2C 16G STR CMR BLK 1000FT
1	WP-4346AFBK1	4PR 23G SHLD CAT6A PVC
1	G0-S451150	CAT6/6A STD RJ45 STP EXT/GRN
2	SIG-KJ458MT-C6C-WI	SIGNAMAX WHITE CATEGORY 6 JACK
400	GEN-7131800	GENERAL CABLE CAT 6 PLENUM BLUE
20	25-ML648RS/SC500	2 INCH BRIDAL RING WITH BEAM CLAMP ATTACHED
4	DWP-L606-03A	3 FOOT CAT6 PATCH CORDS
1	MISC	MISCELLANEOUS MATERIALS
116	INSTALL	INSTALLATION

Quote Total \$49,785.26