

West Seneca Public Library
Board Meeting Agenda – November 29, 2023 @ 4:00pm in the Large Community Room

A. Call of the Roll.

B. Approval / Changes to Agenda.

C. Minutes of the Preceding Meeting – October 18, 2023

D. Nominations and Elections of Officers, if any.

E. Report of the Director – October 2023

- 1. Library Discards Book Sale: 10/17-10/21**
- 2. West Seneca Art Society classes in the Makerspace**
- 3. 2024 System Budget Request to Erie County**

F. Report of the Treasurer.

- 1. County account statements October 2023**
- 2. Local account statements October 2023**
- 3. Summary of accounts October 2023**
- 4. Check abstract and approvals**
- 5. Payroll Report through PP#20 & PP#22**
- 6. System Paid Budget through September 30, 2023**

G. Report of the Friends of the Library.

H. Report of the President.

- 1. ACT Meeting Recap Sat, Nov 18, 2023 @ MRW**

I. Old Business.

- 1. Automatic External Defibrillator (AED)**

J. New Business.

- 1. 2024 Library Board of Trustees Meeting Schedule**
- 2. Dry erase white board replacement**

K. Public Comment.

L. Adjournment.

Next Regular Meeting: TBD

West Seneca Public Library
Library Board of Trustees Meeting Minutes
October 18th, 2023 @ 4:00 pm in the Large Community Room

- A. Call of the Roll– Meeting called to order (VP in absence of President) at 4:08pm
- Present: Amanda Cleesattel, Cynthia Johnson, Jessica Casamassa
 - Excused: William Josefiak & Jennifer Dobe
 - Guest(s): Robert Alessi (Library Director), Susan Kims and Bridgette Heintz
- B. Approval / Changes to Agenda: none
- C. Minutes of Preceding Meeting: (September 2023)
- Motion to approve:** Jessica Casamassa
Second: Amanda Cleesattel
Ayes: all
Nays: none
- D. Report of the Director – September 2023 documents posted for details
- 26 attendees at Cemetery Symbolism on 9/21 (will be added to Director's report)
 - Grant will cover West Seneca Art Society classes beginning in December in Makerspace
- E. Report of the Treasurer: See September 2023 documents posted
- County account statement September 2023
 - Local account statement September 2023
 - Summary of accounts September 2023 (next month will see decrease in county account due to purchase of books with grant funds)
 - Check abstract and approvals September 2023
- Motion to approve:** Jessica Casamassa
Second: Amanda Cleesattel
Ayes: all
Nays: none
- F. Report of the Friends of the Library (from Cynthia Johnson):
- Upcoming Monday friends zoom meeting
 - Cindy Hager has been a tremendous help as new Co-President of Friends
- G. Report of the President: n/a
- H. Old Business:
- Approximately 1/3 of library staff are narcan trained (training to continue)
- I. New Business:

- Request of \$1,500 in Rotary funds to be used for children's graphic novel purchase; board to approve. After some re arranging more space and demand supports this movement
- Review of West Seneca Library Long Range Plan of Service
- Calendar for 2024 reviewed: only question is which Saturday that Community Days takes place on - will follow up if Saturday June 22, 2024 is not the date
- For next meeting: board to discuss AED. CEN will provide unit. Maintenance costs minimal; Library Director will share all info with full board at November meeting.

- **Motion to approve West Seneca Library Long Range Plan of Service**
 - Motion: Jessica Casamassa
 - Second: Amanda Cleesattel
 - Ayes: all
 - Nays: None
- **Motion to approve Rotary grant funds to be used for children's nonfiction books (\$1,500)**
 - Motion: Jessica Casamassa
 - Second: Cynthia Johnson
 - Ayes: all
 - Nays: None
- **Motion to approve 2024 calendar**
 - Motion: Jessica Casamassa
 - Second: Cynthia Johnson
 - Ayes: all
 - Nays: None

J. Public Comment: none

Adjournment @ 4:42pm

Motion: Jessica Casamassa
Second: Amanda Cleesattel
Ayes: all
Nays: none

Next Regular Meeting: November 29th, 2023 @ 4pm
Respectfully submitted by Amanda Cleesattel, Secretary

**West Seneca Public Library Board Meeting
Director's Report**

October 2023

Circulation - October 2023

22,149

Revenue - County Account Fees, Copies, Print - October 2023

\$632.64

Library Visitors - October 2023

9,312

Programming - October 2023

(Youth/Teen)

| | | |
|--|---------------------|---------------|
| Make & Take Craft Bags | All month | 197 bags |
| Tutoring | All month | 118 sessions |
| Toddler Time (6) | 10/5, 10/12, 10/19 | 111 attendees |
| Preschool Story Time (3) | 10/10, 10/17, 10/24 | 26 attendees |
| Fuse Beads | 10/12 | 12 attendees |
| Lego Club (4) | 10/14, 10/28 | 87 attendees |
| Pumpkin Painting | 10/16 | 32 attendees |
| Halloween Movie Night - Hocus Pocus | 10/23 | 9 attendees |
| Halloween Escape Room (2) | 10/26 | 8 attendees |
| Halloween Story Time | 10/30 | 73 attendees |

Programming - October 2023

(Adult)

| | | |
|--|------------------------------------|--------------|
| Knitting Club (5) | 10/2, 10/9, 10/16, 10/23, 10/30 | 44 attendees |
| Solar Eclipse Program | 10/14 | 10 attendees |
| Business of Music Workshop w/ Buffalo Music Hall of Fame | 10/19 | 7 attendees |
| Book Club | 10/23 | 5 attendees |

Collection Development

WSE - 2023 Funds- All AV and MAT material budget funds spent by Nov. 1 deadline.

Outreach/Meetings/Library Visits

- 10/11 Managers Meeting via Zoom
- 10/11 & 10/25 Supercharged Storytimes webinar (Emily S)
- 10/13, 16-19 Interviews with Emily S
- 10/18 West Seneca Public Library Board of Trustees Meeting

Misc.

- Library Discards Book Sale was held Tues 10/17 through Sat 10/21. A huge THANK YOU to the Friends of the West Seneca Public Library for assisting before, during and after the sale! We couldn't have done it without our Friends!!! Ten boxes of discarded materials remaining from the sale were donated to the PS67 Discovery School PTO on 10/27.

CONTRACT MEMBER LIBRARIES - Monthly Financial Report

LIBRARY: WEST SENECA PUBLIC LIBRARY

MONTH: Oct-23

| SAP Acct. | Description | Adopted Budget | Budget Transfers | Year-to-Date Expenditures | Available Budget | Projected Utilization at 12/31 | Projected Variance at 12/31 | Comments |
|-------------------------|-----------------------------|----------------|------------------|---------------------------|------------------|--------------------------------|-----------------------------|----------|
| 500000 | Salaries - Full-time | 0 | 0 | 0 | 0 | | 0 | |
| 502000 | Fringe Benefits | 0 | 0 | 0 | 0 | | 0 | |
| Utility Charges: | | | | | | | | |
| 515000 | Water | 0 | 0 | 0 | 0 | | 0 | |
| 515000 | Sewer | 0 | 0 | 0 | 0 | | 0 | |
| 515000 | Electric | 7,500 | 0 | 5,975 | 1,525 | 7,170 | 330 | |
| 515000 | Telephone - Maintenance | 0 | 0 | 125 | (125) | | 0 | |
| 510200 | Dues and Fees | 0 | 0 | 0 | 0 | | 0 | |
| 545000 | Rental Charges | 0 | 0 | 0 | 0 | | 0 | |
| 506200 | Repairs & Maintenance Chgs. | 700 | 0 | 29 | 671 | 700 | 0 | |
| 555050 | Insurance Charges | 0 | 0 | 0 | 0 | | 0 | |
| 510000 | Travel & Mileage Expenses | 100 | 0 | 0 | 100 | | 0 | |
| 530000 | Other Expenses & Charges | 600 | 0 | 572 | 28 | 600 | 100 | |
| 530000 | Contingency (Bullet Aid) | 0 | 0 | 7,349 | (7,349) | | 0 | |
| TOTAL EXPENSES | | 8,900 | 0 | 14,050 | (5,150) | 8,470 | 430 | |

| DIRECT LOCAL INCOME | Adopted Budget | Budget Revisions | Y-T-D Revenues | To Be Realized | Projected Revenues | Projected Variance | Comments |
|---------------------------------------|----------------|------------------|----------------|----------------|--------------------|--------------------|----------|
| Fines, Lost Books, etc. | 100 | 0 | 372 | (272) | 372 | 272 | |
| Copy Machines | 1,500 | 0 | 1,820 | (320) | 2,050 | 550 | |
| Print Cost Recovery | 5,000 | 0 | 5,248 | (248) | 5,700 | 700 | |
| Other Income | 200 | 0 | 65 | 135 | 75 | (125) | |
| State Funding | 0 | 0 | 0 | 0 | | 0 | |
| Municipal Support | 0 | 0 | 0 | 0 | | 0 | |
| Donations (priv. persons/foundations) | 0 | 0 | 0 | 0 | | 0 | |
| Fundraising (events/booksales) | 0 | 0 | 0 | 0 | | 0 | |
| Interest Income | 0 | 0 | 0 | 0 | | 0 | |
| Misc Income | 0 | 0 | 0 | 0 | | 0 | |
| Use of Fund Balance | 0 | 0 | 0 | 0 | | 0 | |
| TOTAL DIRECT INCOME | 6,800 | 0 | 7,505 | (705) | 8,197 | 1,397 | |

Local Account Check Register

| Number | Date | Description of Transaction | C | Debit (-) | Credit (+) | Balance |
|--------|----------|---|---|-----------|------------|-------------|
| 1029 | 10/18/23 | Emily Sieg- program supplies: popcorn, water, candy for Halloween programs | | | \$44.16 | \$22,835.20 |
| 1030 | 10/18/23 | Amazon Capital Services- Program supplies: pumpkins, masks, elmers glue sticks. Invoice #1DMX-6RPO-Y3RY, used credit memo #16G6-TGYC-D9TG | | \$23.84 | | \$22,811.36 |
| 1031 | 10/18/23 | Amazon Capital Services- Program supplies: perler beads, plant moisture meter, Halloween stickers, velcro dots, Halloween coloring books, construction paper. Invoice #s 1RX9-1DJ9-63HN and #1RNV-MMJT-7TFV | | \$152.54 | | \$22,658.82 |
| 1032 | 10/18/23 | Amazon Capital Services- Program Supplies: nail polish, plastic aprons, marbles, masking tape, jumbo popsicle sticks. Invoice #19W4-3P4P-JMMN | | \$86.74 | | \$22,572.08 |

West Seneca Public Library Bank Account Balances October 2023

M&T County Account

Balance \$36,099.61 (Note: Includes \$17,651.21 Assemblyman Burke State Aid)

M&T Local Account

Balance \$22,572.08 (Note: Includes \$17,997.99 Rotary)

Local M&T CD (1)

Balance \$40,723.21

Local M&T CD (2)

Balance \$5,081.10

Local M&T CD (3)

Balance \$5,081.10

M&T Construction Fundraiser Account

Balance \$14,319.36

November 29, 2023 Abstract of Checks

| Voucher # | Date | Payee | Amount | Check# | Reason for expense | Date |
|-----------|------------|--|---------|--------|---|------------|
| 2023-L35 | 11/29/2023 | Robert Alessi | 58.92 | 1033 | Halloween pumpkin painting prizes, program supplies for marble painting, fuse beads, and craft roll snowmen | 11/21/2023 |
| 2023-L36 | 11/29/2023 | Amazon Capital Services, Inc. | 230.64 | 1034 | Citizen Science kit items- co2 monitor, case, and book; Program supplies: cotton balls and paper bags; bug traps for plants. Invoice #s 1G1D-FN6C-DGQ6 and 19TG-CX3P-6N9F (Rotary-\$191.68) | 11/21/2023 |
| 2023-L37 | 11/29/2023 | Rotary Club of West Seneca | 100.00 | 1035 | Rotary membership semi-annual dues (January 1 - June 30, 2024) | 11/21/2023 |
| 2023-L38 | 11/29/2023 | Buffalo and Erie County Public Library | 1081.94 | 1036 | Invoice #23048 (1,025.29 Rotary; 56.65 donation from Buranich in memory of Moser) | 11/21/2023 |
| 2023-C19 | 11/29/2023 | Buffalo and Erie County Public Library | 1336.10 | 6420 | Invoice #23048 (Assemblyman Burke Grant) | 11/21/2023 |
| 2023-C20 | 11/29/2023 | CORR Distributors | 146.61 | 6421 | Carpet rinse neutralizer, mop, disinfectant cleaner - Invoice #108706 | 11/21/2023 |
| 2023-C21 | 11/29/2023 | Town of West Seneca | 1195.00 | 6422 | Electric bill for Nov. and Dec. 2023. Invoices #202311 and 202312 | 11/21/2023 |
| 2023-C22 | 11/29/2023 | JCL Telecommunication LLC | 125.00 | 6423 | Service on 11/14/23 for telephones- invoice 2640 | 11/21/2023 |
| 2023-F1 | 11/29/2023 | Creative Library Concepts | 98.82 | 114 | Plastic clips for sliding book supports- invoice # | 11/24/2023 |
| 2023-L39 | 11/29/2023 | Amazon Capital Services, Inc. | 200.71 | 1037 | Halloween decorations, feathers, pom-poms, coffee cups, DVD/Blu-Ray player, softsoap. Invoices #1CGQ-X9TF-RLQQ, 1GRY-69YL-6VGF, 1WDP-YG6V-H3VW | 11/27/2023 |

2023 West Seneca Payroll Report_PP20



As of Pay Period 20

| FT PERSONNEL | | | |
|-----------------------|-------------------|-------------------|------------------|
| Title | YTD Expensed | Budgeted | Remaining |
| Librarian Director II | 59,236.45 | 77,101.00 | 17,864.55 |
| Librarian/Trainee | 48,252.30 | 67,762.00 | 19,509.70 |
| Library Assistant | 34,730.33 | 38,821.00 | 4,090.67 |
| Caretaker (RPT) | 25,715.79 | 28,395.00 | 2,679.21 |
| FT Totals | 167,934.87 | 212,079.00 | 44,144.13 |

| PT PERSONNEL | | | |
|------------------|------------------|-------------------|------------------|
| Title | YTD Expensed | Budgeted | Remaining |
| Clerk Typist PT | 20,251.66 | 21,724.00 | 1,472.34 |
| Librarian I PT | 24,476.00 | 33,607.00 | 9,131.00 |
| Page PT | 16,081.55 | 22,890.00 | 6,808.45 |
| Senior Page | 32,311.75 | 46,633.00 | 14,321.25 |
| PT Totals | 93,120.96 | 124,854.00 | 31,733.04 |

| TOTAL COMBINED | | | |
|------------------------|-------------------|-------------------|------------------|
| | YTD Expensed | Budgeted | Remaining |
| Caretakers | 25,715.79 | 28,395.00 | 2,679.21 |
| Clerk Typists | 20,251.66 | 21,724.00 | 1,472.34 |
| Librarian/Trainee | 72,728.30 | 101,369.00 | 28,640.70 |
| Librarian Director II | 59,236.45 | 77,101.00 | 17,864.55 |
| Library Assistant | 34,730.33 | 38,821.00 | 4,090.67 |
| Pages | 16,081.55 | 22,890.00 | 6,808.45 |
| Senior Page | 32,311.75 | 46,633.00 | 14,321.25 |
| Other Payments | | 2,944.00 | 2,944.00 |
| Contractual Reserve | | 17,543.00 | 17,543.00 |
| Combined Totals | 261,055.83 | 357,420.00 | 96,364.17 |

| | |
|---------------------------------|--------------------|
| ANNUAL BUDGET | \$ 357,420.00 |
| PROJECTED ENDING BALANCE | \$ 303,509.27 |
| Projected Ending Balance | \$53,910.73 |

2023 West Seneca Payroll Report_PP22



As of Pay Period 22

| FT PERSONNEL | | | |
|-----------------------|-------------------|-------------------|------------------|
| Title | YTD Expensed | Budgeted | Remaining |
| Librarian Director II | 65,167.33 | 77,101.00 | 11,933.67 |
| Librarian/Trainee | 51,452.78 | 67,762.00 | 16,309.22 |
| Library Assistant | 38,306.96 | 38,821.00 | 514.04 |
| Caretaker (RPT) | 28,320.92 | 28,395.00 | 74.08 |
| FT Totals | 183,247.99 | 212,079.00 | 28,831.01 |

| PT PERSONNEL | | | |
|------------------|-------------------|-------------------|------------------|
| Title | YTD Expensed | Budgeted | Remaining |
| Clerk Typist PT | 22,479.58 | 21,724.00 | (755.58) |
| Librarian I PT | 27,199.68 | 33,607.00 | 6,407.32 |
| Page PT | 17,771.35 | 22,890.00 | 5,118.65 |
| Senior Page | 34,994.55 | 46,633.00 | 11,638.45 |
| PT Totals | 102,445.16 | 124,854.00 | 22,408.84 |

| TOTAL COMBINED | | | |
|------------------------|-------------------|-------------------|------------------|
| | YTD Expensed | Budgeted | Remaining |
| Caretakers | 28,320.92 | 28,395.00 | 74.08 |
| Clerk Typists | 22,479.58 | 21,724.00 | (755.58) |
| Librarian/Trainee | 78,652.46 | 101,369.00 | 22,716.54 |
| Librarian Director II | 65,167.33 | 77,101.00 | 11,933.67 |
| Library Assistant | 38,306.96 | 38,821.00 | 514.04 |
| Pages | 17,771.35 | 22,890.00 | 5,118.65 |
| Senior Page | 34,994.55 | 46,633.00 | 11,638.45 |
| Other Payments | | 2,944.00 | 2,944.00 |
| Contractual Reserve | | 17,543.00 | 17,543.00 |
| Combined Totals | 285,693.15 | 357,420.00 | 71,726.85 |

| | | |
|---------------------------------|----|--------------------|
| ANNUAL BUDGET | \$ | 357,420.00 |
| PROJECTED ENDING BALANCE | \$ | 304,155.13 |
| Projected Ending Balance | | \$53,264.87 |

Contract Library "System Paid" Budget Analysis

West Seneca Public Library

As of 9/30/2023

| | "System Paid" Budget* | Jan-May 2023 | June | July | August | September | Actual 2023 Expenses | 2023 Year End Projection | Year End Surplus/(Shortfall) |
|--|--------------------------|-------------------|------------------|------------------|------------------|------------------|-------------------------|-----------------------------|---------------------------------|
| Salaries & Wages, Full Time | | | | | | | | | |
| Salaries & Wages, Full Time | 183,684.00 | 63,228.90 | 13,857.88 | 13,343.40 | 14,614.22 | 13,343.39 | 118,387.79 | 159,417.95 | 24,266.05 |
| Other Payments | 2,944.00 | 0.00 | | | | | 0.00 | 1,482.72 | 1,461.28 |
| Overtime | | 0.00 | | | | | 0.00 | 0.00 | 0.00 |
| Total Salaries & Wages, Full Time | 186,628.00 | 63,228.90 | 13,857.88 | 13,343.40 | 14,614.22 | 13,343.39 | 118,387.79 | 160,900.67 | 25,727.33 |
| Wages, Regular Part-Time | 28,395.00 | 13,940.59 | 2,768.14 | 2,845.03 | 3,069.59 | 2,660.48 | 25,283.83 | 0.00 | 28,395.00 |
| Wages, Part Time | 124,854.00 | 48,886.68 | 10,973.20 | 9,993.98 | 11,636.93 | 10,323.58 | 91,814.37 | 122,554.97 | 2,299.03 |
| Contractual Reserve | 17,543.00 | 0.00 | | | | | 0.00 | | 17,543.00 |
| Employer FICA Total | 26,002.00 | 9,552.97 | 2,086.03 | 1,978.77 | 2,216.41 | 2,001.43 | 17,835.61 | 24,005.75 | 1,996.25 |
| Employee Health Insurance | 26,172.00 | 5,048.12 | 1,388.98 | 907.50 | 1,456.92 | 826.88 | 9,628.40 | 13,178.79 | 12,993.21 |
| Dental Plan | 962.00 | 109.34 | 21.09 | 19.86 | 20.30 | 18.21 | 188.80 | 248.58 | 713.42 |
| Health Insurance Waiver | 1,200.00 | 500.00 | 100.00 | 100.00 | 100.00 | 100.00 | 900.00 | 1,200.00 | 0.00 |
| NYS Retirement | 21,755.00 | 7,705.33 | 1,798.85 | 1,829.27 | 2,216.03 | 3,244.22 | 16,793.70 | 23,408.20 | (1,653.20) |
| Disability | 0.00 | 0.00 | | | | | 0.00 | | 0.00 |
| Natural Gas (NFG) | 0.00 | 0.00 | | | | | 0.00 | 0.00 | 0.00 |
| Electricity | 0.00 | 0.00 | | | | | 0.00 | 0.00 | 0.00 |
| Bottom Line Total | 433,511.00 | 148,971.93 | 32,994.17 | 31,017.81 | 35,330.40 | 32,518.19 | 280,832.50 | 345,496.96 | 88,014.04 |

Notes:

System Paid Budget per Res 2022-48



10 Dyke Road - Buffalo NY 14224

Project Proposal

| | |
|------------|------------|
| Date | Estimate # |
| 11/20/2023 | 139475 |

Name / Address

West Seneca Public Library
 1300 Union Rd
 Buffalo, NY 14224



10th Fastest Growing Company Ranked by Buffalo Business First

| Account Rep Email | | Account Rep | Terms | | |
|---|--|-------------|-------------|-----------|--|
| josh@vspgraphicgroup.com | | Josh | COD 50%Down | | |
| Item Code | Description | Qty | Price Ea. | Total | |
| Specialty Film ... | Dry-Erase Vinyl Glass Film | | | | |
| | (48"H x 115"L) Gloss White Vinyl Glass Application with Specialty Dry-Erase Purpose Protective Overlaminat | 4 | 383.00 | 1,532.00T | |
| Removal | Removal of Existing Film, Glass Clean and Prep | 4 | 110.00 | 440.00T | |
| Installation Dig... | On-Site 3M Certified VSP Graphics Installation* | 4 | 165.00 | 660.00T | |
| *This project falls under the NYS DOL provisions for prevailing rate and VSP is an authorized and approved vendor for the Town of West Seneca | | | | | |

Quote is valid for 30 days from date above. By signing below, you accept full responsibility to pay additional artwork charges beyond the quoted price, if creative art time exceeds the estimated time below. VSP owns all creative artwork designs until purchased solely by the immediate customer. Creative time does not include ownership of what has been created by VSP. All design work and/or logos must be purchased by VSP for no less than \$250.00. All reproductions of work originally performed by VSP must have proper written authorization by VSP Graphic Group. All invoicing is due upon receipt unless otherwise noted within the terms data box. All labor charges quoted are permanent. Please be aware that there is a 24hr cancellation policy. VSP needs this time in order to rescheduling your installation appointment. If VSP is installing at your location, 3M-VSP requires that the area be well lit, floors clean of debris and dust, a minimum of 6 foot on all sides of affect unit made clear and an environment temperature no lower than 65 degrees. 3M-VSP will not guarantee any warranty items without the environment conditions stated above. Please be sure your vehicle is clean and free from debris. If your vehicle needs cleaned by our staff you will be charged \$50 and this may delay the time in which your vehicle can be picked up. By signing below, you accept these terms and all payments due, including 3% finance, collection and legal fees.

After review and approval of the quote above, please sign and date below:

Sign Here: _____

Print Name: _____

Date: _____

Subtotal \$2,632.00

Sales Tax (0.0%) \$0.00

Total \$2,632.00

We offer 3 services to everyone, Pick 2 - Fast, Good, Cheap



10 Dyke Road - Buffalo NY 14224

Project Proposal

| Date | Estimate # |
|------------|------------|
| 11/21/2023 | 139475 |

Name / Address

West Seneca Public Library
1300 Union Rd
Buffalo, NY 14224



10th Fastest Growing Company Ranked by Buffalo Business First

| Account Rep Email | | Account Rep | Terms | | |
|---|--|-------------|-------------|-----------|--|
| josh@vspgraphicgroup.com | | Josh | COD 50%Down | | |
| Item Code | Description | Qty | Price Ea. | Total | |
| | Dry-Erase Vinyl Glass Film | | | | |
| Specialty Film ... | (48"H x 115"L) Gloss White Vinyl Glass Application with Specialty Dry-Erase Purpose Protective Overlaminat | 5 | 383.00 | 1,915.00T | |
| Removal | Removal of Existing Film, Glass Clean and Prep | 4 | 110.00 | 440.00T | |
| Installation Dig... | On-Site 3M Certified VSP Graphics Installation* | 5 | 165.00 | 825.00T | |
| *This project falls under the NYS DOL provisions for prevailing rate and VSP is an authorized and approved vendor for the Town of West Seneca | | | | | |

Quote is valid for 30 days from date above. By signing below, you accept full responsibility to pay additional artwork charges beyond the quoted price, if creative art time exceeds the estimated time below. VSP owns all creative artwork designs until purchased solely by the immediate customer. Creative time does not include ownership of what has been created by VSP. All design work and/or logos must be purchased by VSP for no less than \$250.00. All reproductions of work originally performed by VSP must have proper written authorization by VSP Graphic Group. All invoicing is due upon receipt unless otherwise noted within the terms data box. All labor charges quoted are permanent. Please be aware that there is a 24hr cancellation policy. VSP needs this time in order to rescheduling your installation appointment. If VSP is installing at your location, 3M-VSP requires that the area be well lit, floors clean of debris and dust, a minimum of 6 feet on all sides of affect unit made clear and an environment temperature no lower than 65 degrees. 3M-VSP will not guarantee any warranty items without the environment conditions stated above. Please be sure your vehicle is clean and free from debris. If your vehicle needs cleaned by our staff you will be charged \$50 and this may delay the time in which your vehicle can be picked up. By signing below, you accept these terms and all payments due, including 3% finance, collection and legal fees.

After review and approval of the quote above, please sign and date below:

Sign Here: _____

Print Name: _____

Date: _____

| | |
|------------------|-------------------|
| Subtotal | \$3,180.00 |
| Sales Tax (0.0%) | \$0.00 |
| Total | \$3,180.00 |

We offer 3 services to everyone, Pick 2 - Fast, Good, Cheap