



# DECATUR PUBLIC LIBRARY

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**Board of Trustees  
FINANCE AND PROPERTIES COMMITTEE  
Meeting AGENDA  
Wednesday, January 11, 2023  
4:30 p.m.  
Board Room**

- I. Call to Order** – Jacobie Jones
- II. Approval of Agenda**
- III. Minutes**—November 9, 2022 Meeting
- IV. Written Communications from the Public**
- V. Public Comment**— 15-minute time period for citizens to appear and express their views before the Decatur Public Library Board. Limit of 3 minutes per speaker; total of 15 minutes. No immediate response will be given by the Library Trustees or Library staff members
- VI. Old Business**
  - A. Capital Needs (Discussion)
  - B. Friends of the Library Relocation (Discussion)
  - C. Other
- VII. New Business**
  - A. December 2022 Check Register (Action)
  - B. FY2022 Budget Actuals (Discussion)
  - C. Project Viewpoint (Action)
  - D. Shelving Bid Resolution (Action)
  - E. Other
- VIII. Adjournment**

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES  
Finance and Properties  
Minutes

**Date: November 9, 2022**

**Time: 4:30 p.m.**

**Location: Board Room**

**Present:** Sofia Xethalis  
Jeffrey Cancienne  
Jacobie Jones (Chair)  
Alana Banks

**Staff:** Rick Meyer, City Librarian, Michelle Whitehead, Executive Administrative Assistant, Alissa Henkel, Programs, Resources, & Services

**Absent:**

**Guests: none**

**Call to Order:**

Mr. Jones called the meeting to order at 4:32 pm.

**Approval of Agenda**

Mr. Jones requested a motion to approve the agenda. Ms. Xethalis made a motion to approve the agenda, seconded by Mr. Cancienne. All in favor. The motion was adopted.

**Approval of Minutes: September 14, 2022 meeting minutes**

Mr. Jones requested a motion to approve the September 14, 2022 meeting minutes. Ms. Xethalis made a motion to approve the minutes, seconded by Mr. Cancienne. All in favor. The motion was adopted.

**Written Communication from the Public: none**

**Public Comments: none**

**Old Business**

Capital Needs (Discussion) Mr. Meyer stated The Library did not get the lawn reseeded this fall. The City plans to budget a new roof and repairs to the HVAC system for The Library in 2023. Mr. Meyer will contact the City to have the lawn seeded soon.

Friends of the Library Relocation (Discussion) Mr. Meyer stated there are some delays in the build out. It should be finished in January or February 2023.

Hire Off-Duty Police (Discussion) Mr. Meyer stated the Police hired are off-duty police, but will be in uniform. They will handle all issues as a police officer. They will be enforcing the law. The City proposed we will invoice the City and the City will pay the officers. There is a payroll issue and a scheduling issue that may take a few days to work out. This arrangement is not a contract. There is a set job description and procedures. The Library has 14 candidates.

Shelving & Carpet Project (Discussion) The carpet bid goes out Friday. The Shelving has a pre-bid meeting on Nov. 18. We have a 3-month lead time.

## **New Business**

October 2022 Check Register (Action) There was a discussion about the October check register. Ms. Xethalis made a motion to send the check register to the full Board, seconded by Mr. Cancienne. Mr. Jones requested a roll call vote, Mr. Jones, yes, Ms. Xethalis, yes, Mr. Cancienne, yes, Ms. Banks, yes. All in favor. The motion was adopted.

October 2022 Budget Actuals (Discussion) Mr. Meyer discussed the October budget details. Working on spending the budget for books and materials by November 18. The plan is to invest in electronic resources with Hoopla.

FY2022 Budget Projection (Discussion) Mr. Meyer gave a summary of the budget projections for the remainder of the year. Mr. Meyer anticipates The Library will be a little over in real estate taxes, and we will be way ahead in PPRT.

Project Viewpoint (Action) Mr. Meyer discussed the project. Mr. Meyer will request a contract from Project Viewpoint to present to the Board. This project will also be presented to the Friends of the Library, The DPL Foundation and The Community Foundation to source funding. Ms. Xethalis made a motion for the Board to authorized the entire amount for the project, and directed Mr. Meyer to find other sources of funding, with grants and other donations, along with the approval of the contract, seconded by Ms. Banks. Mr. Jones requested a roll call vote, Mr. Jones, yes, Ms. Xethalis, yes, Mr. Cancienne, yes, Ms. Banks, yes. All in favor. The motion was adopted.

## Library Strategies Proposal (Action)

Mr. Meyer presented the proposal. There is some overlap with DeEtta Jones. Mr. Meyer will discuss the overlap with Library Strategies so there isn't duplicate work. Mr. Meyer will send an electric copy of the most recent strategy that was completed for The Library. Ms. Xethalis approved the full amount of the proposal with the exception that the DEI portion removed to reduce the balance. Ms. Banks seconded the motion. Mr. Jones requested a roll call vote. Ms. Xethalis yes, Mr. Cancienne Yes, Mr. Jones Yes, Ms. Banks, yes. All in favor. The motion was adopted.

## Adjournment

Ms. Xethalis made a motion to adjourn at 5:32 pm, seconded by Mr. Cancienne. All in favor. The motion was adopted.

Scribe, Michelle Whitehead, Executive Administrative Assistant

Final 11/9/2022

**CITY OF DECATUR  
LIBRARY FUNDS CHECK REGISTER**

For invoices from -- 12/1/2022 to 12/31/2022

**35 -- LIBRARY FUND**

<u>Check #</u>	<u>Check Date</u>	<u>Vendor</u>	<u>Check Amt</u>	<u>Account Description</u>
150816	12/08/2022	BAKER & TAYLOR CO BOOKS AND ENTERTAINMENT 2022	2,903.51	OFFICE SUPPLIES
150825	12/08/2022	CDW GOVERNMENT INC INKJET CARTRIDGES	237.36	OFFICE SUPPLIES
150830	12/08/2022	COMMERCIAL MAIL SERVICES NOV 16 - NOV 30'22	132.80	POSTAGE
150852	12/08/2022	EBSCO INDUSTRIES, INC FLIPSTER DIGITAL MAGAZINES	11,186.51	PER CAPITA GRANT EXPENSE
150856	12/08/2022	FASTENAL INDUSTRIAL SHRINK WRAP	157.05	OFFICE SUPPLIES
150867	12/08/2022	HERALD & REVIEW ACCT 111-60000246	353.40	ADVERTISING
150885	12/08/2022	LIBRARY IDEAS, LLC 6 SPANISH VOX BOOKS 18 VOX BOOKS	1,078.86	PER CAPITA GRANT EXPENSE
150896	12/08/2022	MIDWEST TAPE, LLC AV AND STREAMING SERVICES	523.12	OFFICE SUPPLIES
150900	12/08/2022	MT ZION DISTRICT LIBRARY LOST OR DAMAGED MATERIAL	45.00	LOST OR DAMAGED BOOKS
150907	12/08/2022	NICKI BOND LEARNING AND ORGANIZATIONAL DEVELOPEMENT	2,550.00	PROFESSIONAL SERVICES
150954	12/08/2022	VERIZON WIRELESS ACCT 980380645-00001	107.64	TELEPHONE
150960	12/08/2022	WATTS COPY SYSTEMS SERVICE AND MAINTENANCE OF OFF	756.52	SERV-OFFICE EQUIPMENT
150964	12/08/2022	WORLD BOOK, INC DIRECT ORDER	1,871.00	PER CAPITA GRANT EXPENSE
150966	12/08/2022	ZIESE, CAROL TRAVEL REIMBURSEMENT	198.90	CONFERENCES & TRAVEL
150969	12/15/2022	AMAZON PAYMENTS RETURN CREDIT ON INV 1YQD-WTWJ-4JG4 SUPPLIES AND BOOKS	1,115.24	OFFICE SUPPLIES
150972	12/15/2022	BAKER & TAYLOR CO BOOKS AND ENTERTAINMENT 2022	2,003.37	OFFICE SUPPLIES
150973	12/15/2022	BARRY G CLOYD BURL IVES MINSTRAL PROGRAM	500.00	OTHER LIBRARY GRANT EXI

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150975	12/15/2022	BECK'S ENGRAVING & RUBBER STAMPS NAME BADGE WITH MAGNET	42.00	OFFICE SUPPLIES
150982	12/15/2022	BRODART CO. 50LG 85 MED WIRE/VINYL EASELS	491.52	OFFICE SUPPLIES
151004	12/15/2022	DEMCO INC OFFICE SUPPLIES FOR BOOKS	274.19	OFFICE SUPPLIES
151006	12/15/2022	EBSCO INDUSTRIES, INC 2023 NOVELIST BOOKCHAT 2023 DATABASE PKG	30,502.00	BOOKS & PERIODICALS
151008	12/15/2022	ERICKSON DAVIS, ATTORNEYS LEGAL SERVICES	420.00	PROFESSIONAL SERVICES
151016	12/15/2022	GALE GROUP, INC. DIRECT ORDER LP BOOK	25.59	BOOKS & PERIODICALS
151037	12/15/2022	KANOPY NOV'22 PLAY USAGE	348.00	BOOKS & PERIODICALS
151057	12/15/2022	MAVERIK MARKETING T-SHIRTS	273.00	OTHER LIBRARY GRANT EXI
151060	12/15/2022	MIDWEST TAPE, LLC AV AND STREAMING SERVICES	519.89	OFFICE SUPPLIES
151076	12/15/2022	PAETEC ACCT 633318933001 ACCT 633292627001	137.41	TELEPHONE
151079	12/15/2022	PEERLESS NETWORK, INC ACCT 1212890	405.49	TELEPHONE
151085	12/15/2022	PIONEER PRODUCTION SERVICES, LLC VIEWPOINT	29,400.00	PROFESSIONAL SERVICES
151092	12/15/2022	SAM'S CLUB ACCT 9064	145.60	CONFERENCES & TRAVEL
151114	12/15/2022	UNIQUE MANAGEMENT SERVICES JULY'22 PLACEMENTS	313.25	PROFESSIONAL SERVICES
151117	12/15/2022	VERMA, NUPUR MENS HEALTH ISSUES PRESENTATION	100.00	OTHER LIBRARY GRANT EXI
151137	12/22/2022	BAKER & TAYLOR CO BOOKS AND ENTERTAINMENT 2022	9,646.58	OFFICE SUPPLIES
151145	12/22/2022	CDW GOVERNMENT INC INK CARTRIDGES	1,701.38	OFFICE SUPPLIES

**CITY OF DECATUR  
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For invoices from -- 12/1/2022 to 12/31/2022

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151145	12/22/2022	CDW GOVERNMENT INC HP DESIGHJET T630 24	1,701.38	SMALL CAPITAL ITEMS
151151	12/22/2022	COMMERCIAL MAIL SERVICES DEC 1 - 15'22	161.86	POSTAGE
151198	12/22/2022	JONES & THOMAS WEB SERVICES	400.00	PROFESSIONAL SERVICES
151224	12/22/2022	MIDWEST TAPE, LLC AV AND STREAMING SERVICES	445.41	OFFICE SUPPLIES
151281	12/22/2022	VERIZON WIRELESS ACCT 980380645-00001	107.38	TELEPHONE
151302	12/29/2022	BECK'S ENGRAVING & RUBBER STAMPS NAME BADGE W/MAGNET	6.00	OFFICE SUPPLIES
151347	12/29/2022	HAYNER PUBLIC LIBRARY DIST. LOST OR DAMAGED MATERIALS	18.99	LOST OR DAMAGED BOOKS
151374	12/29/2022	MISSISSIPPI VALLEY PUBLIC LIBRARY DIST LOST OR DAMAGED MATERIAL	14.95	LOST OR DAMAGED BOOKS
151389	12/29/2022	POLK CITY DIRECTORIES POLK CITY DIRECTORIES	292.00	PER CAPITA GRANT EXPENSE
151402	12/29/2022	STRIGLOS/HAINES & ESSICK CALENDAR 2023 ITEM PM1-28	50.27	OFFICE SUPPLIES
151408	12/29/2022	UNIQUE MANAGEMENT SERVICES NOV'22 PLACEMENTS	617.55	PROFESSIONAL SERVICES
151417	12/29/2022	WHITEHEAD, MICHELLE EMPLOYEE CHRISTMAS DINNER	144.83	OTHER LIBRARY GRANT EXPENSE
23005083	12/08/2022	JESSICA HILL CONSULTING LLC SOC WORK JESSICA HILL SUB CONT	1,067.45	OTHER LIBRARY GRANT EXPENSE
23005095	12/15/2022	REGIONS/CREDIT CARD ACCT 3978	963.67	COMPUTER SOFTWARE
23005105	12/22/2022	JESSICA HILL CONSULTING LLC SOC WORK JESSICA HILL SUB CONT	1,298.25	OTHER LIBRARY GRANT EXPENSE
23005106	12/29/2022	JESSICA HILL CONSULTING LLC SOC WORK JESSICA HILL SUB CONT	577.00	OTHER LIBRARY GRANT EXPENSE
<b>Total for: 35</b>			<b>106,631.79</b>	

**CITY OF DECATUR  
LIBRARY FUNDS CHECK REGISTER**

For Invoices from -- 12/1/2022 to 12/31/2022

**59 -- LIBRARY TRUST FUNDS**

<u>Check #</u>	<u>Check Date</u>	<u>Vendor</u>	<u>Check Amt</u>	<u>Account Description</u>
150972	12/15/2022	BAKER & TAYLOR CO BOOKS AND ENTERTAINMENT 2022	17.54	BOOKS & PERIODICALS
151017	12/15/2022	GAYLORD BROS. ARCHIVAL ROLL	7.35	ARCHIVAL SUPPLIES
151060	12/15/2022	MIDWEST TAPE, LLC HOOPLA FLEX 175 ITEMS	9,684.18	BOOKS & PERIODICALS
151090	12/15/2022	ROCKFORD MAP PUBLISHERS, INC. PLAT BOOKS MACON&SHELBY CO'S	139.45	BOOK AND PERIODICALS
151137	12/22/2022	BAKER & TAYLOR CO BOOKS AND ENTERTAINMENT 2022	12.32	BOOKS & PERIODICALS
151224	12/22/2022	MIDWEST TAPE, LLC AV AND STREAMING SERVICES	457.45	BOOKS & PERIODICALS
151389	12/29/2022	POLK CITY DIRECTORIES POLK CITY DIRECTORIES	292.00	BOOK AND PERIODICALS
			<hr/>	
			<b>Total for: 59</b>	<b>10,610.29</b>
			<hr/>	
			<b>Total for All:</b>	<b>\$117,242.08</b>

DPL FY 2022 Budget Report  
 Prepared: January 9, 2023  
 100% of the Year Has Passed

**Revenue**

	FY 2022 Budgeted	% of Budget	Actual YTD	% Collected	FY21 YTD	% Change
Property Taxes	\$ 2,842,000	68.7%	\$ 2,866,276.15	100.9%	\$ 2,864,006.08	0.1%
All Other	\$ 1,292,562	31.3%	\$ 1,916,605.43	148.3%	\$ 1,216,178.95	57.6%
<b>Total Revenue</b>	<b>\$ 4,134,562</b>		<b>\$ 4,782,881.58</b>	<b>115.7%</b>	<b>\$ 4,080,185.03</b>	<b>17.2%</b>

**Expense**

	FY 2022 Budgeted	% of Budget	Actual YTD	% Expended	FY21 YTD	% Change
<b>Personnel</b>						
Payroll	\$ 1,644,156		\$ 1,602,237.61		\$ 1,517,336.55	5.6%
Benefits	\$ 870,336		\$ 862,646.69		\$ 757,611.79	13.9%
	<b>\$ 2,514,492</b>	<b>60.7%</b>	<b>\$ 2,464,884.30</b>	<b>98.0%</b>	<b>\$ 2,274,948.34</b>	<b>8.3%</b>

**Library Materials**

Books, Periodicals, etc.	\$ 245,000		\$ 269,812.96	110.1%	\$ 252,495.16	6.9%
Per Capita	\$ 104,020		\$ 107,469.41	103.3%	\$ 79,711.28	34.8%
Lost/Damage	\$ 2,500.00		\$ 1,245.03	49.8%	\$ 1,789.49	n/a
<b>Total Materials</b>	<b>\$ 351,520</b>	<b>9.3%</b>	<b>\$ 378,527.40</b>	<b>107.7%</b>	<b>\$ 333,995.93</b>	<b>13.3%</b>

**Professional Services**

Professional Services	\$ 102,000		\$ 107,923.93	105.8%	\$ 14,160.29	662.2%
Temp Agency	\$ 500		\$ -	0.0%	\$ 3,531.16	-1
Bank Service Charges	\$ 150		\$ 178.76	119.2%	\$ 305.42	-0.41471
<b>Total</b>	<b>\$ 102,650</b>	<b>2.7%</b>	<b>\$ 108,102.69</b>	<b>105.3%</b>	<b>\$ 17,996.87</b>	<b>500.7%</b>

**Allocations**

Administrative Fee	\$ 108,864		\$ 108,864.00	100.0%	\$ 114,466.00	-4.9%
MIS	\$ 36,684		\$ 36,684.00	100.0%	\$ 36,773.00	-0.2%
	<b>\$ 145,548</b>	<b>3.8%</b>	<b>\$ 145,548.00</b>	<b>100.0%</b>	<b>\$ 151,239.00</b>	<b>-3.8%</b>

**Grants**

Other grants	\$ 75,000		\$ 84,734.17	113.0%	\$ 30,438.37	178.4%
	<b>\$ 75,000</b>	<b>2.0%</b>	<b>\$ 84,734.17</b>	<b>113.0%</b>	<b>\$ 30,438.37</b>	<b>178.4%</b>

Advertising	\$ 500	0.01%	\$ 1,251.40	250.3%	\$ 421.00	197%
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**Office Supplies/Maintenance**

Printing/Binding	\$ -		\$ -	#DIV/0!	\$ -	#DIV/0!
Postage	\$ 5,000		\$ 4,462.02	89.2%	\$ 4,617.78	-3.4%
Service to Office Equipment	\$ 27,000		\$ 12,237.87	45.3%	\$ 20,806.22	-41.2%
Telephone	\$ 27,000		\$ 14,648.52	54.3%	\$ 22,812.31	-35.8%
Software	\$ 50,000		\$ 41,115.69	82.2%	\$ 47,137.49	-12.8%
Office Supplies	\$ 40,000		\$ 30,851.42	77.1%	\$ 29,813.03	3.5%
Small Capital	\$ 45,000		\$ 43,238.23	96.1%	\$ 14,741.87	193.3%
	<b>\$ 194,000</b>	<b>5.1%</b>	<b>\$ 146,553.75</b>	<b>75.5%</b>	<b>\$ 139,928.70</b>	<b>4.7%</b>

**Staff Development**

Interview Travel Expense	\$ -		\$ 35.48		\$ -	
Conferences/Training/Travel	\$ 20,000		\$ 17,679.53	88.4%	\$ 3,716.00	375.8%
Tuition Reimbursement	\$ 4,000		\$ -	0.0%	\$ -	#DIV/0!
Membership	\$ 50,000		\$ 57,436.39	114.9%	\$ 56,227.12	2.2%
	<b>\$ 74,000</b>	<b>2.0%</b>	<b>\$ 75,151.40</b>	<b>101.6%</b>	<b>\$ 59,943.12</b>	<b>25.4%</b>

**Insurance**



Unemployment	\$	1,056		\$	1,056.00	100.0%	\$	1,221.00	-13.5%
Risk Management	\$	95,724		\$	95,724.00	100.0%	\$	65,527.00	46.1%
	\$	96,780	2.6%	\$	<b>96,780.00</b>	<b>100.0%</b>	\$	<b>66,748.00</b>	<b>45.0%</b>
<b>Building Costs</b>									
Transfer to Capital				\$	600,000.00				
Rent	\$	589,583.00		\$	589,380.00	100.0%	\$	535,473.00	10.1%
Supplies	\$	150		\$	2,548.00	1698.7%	\$	106.11	2301.3%
Maintenace	\$	-		\$	-	#DIV/0!	\$	-	#DIV/0!
Total Building	\$	<b>589,733</b>	<b>15.6%</b>	\$	<b>1,191,928.00</b>		\$	<b>535,579.11</b>	<b>122.5%</b>
Total Operations/Services	\$	<b>1,629,731</b>	<b>43.1%</b>	\$	<b>2,228,576.81</b>	<b>136.7%</b>	\$	<b>1,336,290.10</b>	<b>66.8%</b>
<b>Total Expenses</b>									
	\$	<b>4,144,223</b>		\$	<b>4,693,461.11</b>	<b>113.3%</b>	\$	<b>3,611,238.44</b>	<b>30.0%</b>
<b>Revenue Minus Expense</b>									
	\$	<b>(9,661)</b>		\$	<b>89,420.47</b>		\$	<b>468,946.59</b>	<b>-80.9%</b>

**Operating fund**

Date	Beginning	Revenue	Expense	Balance Sheet Act Equals
1/1/2022	\$ 1,551,583.76	\$ 160,802.87	\$ 318,046.60	\$ - \$ 1,394,340.03
2/1/2022	\$ 1,394,340.03	\$ 47,544.36	\$ 308,843.66	\$ - \$ 1,133,040.73
3/1/2022	\$ 1,133,040.73	\$ 198,431.40	\$ 380,813.40	\$ - \$ 950,658.73
4/1/2022	\$ 950,658.73	\$ 218,692.24	\$ 327,770.85	\$ - \$ 841,580.12
5/1/2022	\$ 841,580.12	\$ 293,190.39	\$ 316,569.96	\$ - \$ 818,200.55
6/1/2022	\$ 818,200.55	\$ 51,355.93	\$ 298,863.78	\$ - \$ 570,692.70
7/1/2022	\$ 570,692.70	\$ 1,678,475.83	\$ 361,853.97	\$ - \$ 1,887,314.56
8/1/2022	\$ 1,887,314.56	\$ 295,440.58	\$ 317,115.90	\$ - \$ 1,865,639.24
9/1/2022	\$ 1,865,639.24	\$ 1,011,847.64	\$ 406,162.10	\$ - \$ 2,471,324.78
10/1/2022	\$ 2,471,324.78	\$ 526,886.46	\$ 368,722.58	\$ - \$ 2,629,488.66
11/1/2022	\$ 2,629,488.66	\$ 146,729.81	\$ 322,312.93	\$ - \$ 2,453,905.54
12/1/2022	\$ 2,453,905.54	\$ 153,484.07	\$ 966,385.38	\$ - \$ 1,641,004.23
1/1/2023	\$ 1,641,004.23			

**Capital Fund**

Date	Beginning	Plus Received	Minus Expense	Equals Ending
1/1/2022	\$ 533,466.61	\$ -	\$ -	\$ 533,466.61
2/1/2022	\$ 533,466.61	\$ -	\$ -	\$ 533,466.61
3/1/2022	\$ 533,466.61	\$ 41.81	\$ -	\$ 533,508.42
4/1/2022	\$ 533,508.42	\$ -	\$ -	\$ 533,508.42
5/1/2022	\$ 533,508.42	\$ 30.63	\$ -	\$ 533,539.05
6/1/2022	\$ 533,539.05	\$ 12.17	\$ -	\$ 533,551.22
7/1/2022	\$ 533,551.22	\$ -	\$ -	\$ 533,551.22
8/1/2022	\$ 533,551.22	\$ 14.55	\$ -	\$ 533,565.77
9/1/2022	\$ 533,565.77	\$ 80.77	\$ -	\$ 533,646.54
10/1/2022	\$ 533,646.54	\$ 660.80	\$ -	\$ 534,307.34
11/1/2022	\$ 534,307.34	\$ 333.64	\$ -	\$ 534,640.98
12/1/2022	\$ 534,640.98	\$ 600,347.73	\$ -	\$ 1,134,988.71
1/1/2023	\$ 1,134,988.71			

**Trust Accounts**

**Cantoni**

Date	Beginning	Plus Received	Minus Expense	Equals Ending
1/1/2022	\$ 58,479.83	\$ -	\$ -	\$ 58,479.83
2/1/2022	\$ 58,479.83	\$ -	\$ -	\$ 58,479.83
3/1/2022	\$ 58,479.83	\$ -	\$ -	\$ 58,479.83
4/1/2022	\$ 58,479.83	\$ -	\$ -	\$ 58,479.83
5/1/2022	\$ 58,479.83	\$ -	\$ -	\$ 58,479.83
6/1/2022	\$ 58,479.83	\$ -	\$ -	\$ 58,479.83
7/1/2022	\$ 58,479.83	\$ -	\$ -	\$ 58,479.83
8/1/2022	\$ 58,479.83	\$ -	\$ -	\$ 58,479.83
9/1/2022	\$ 58,479.83	\$ -	\$ -	\$ 58,479.83
10/1/2022	\$ 58,479.83	\$ 72.42	\$ -	\$ 58,552.25
11/1/2022	\$ 58,552.25	\$ 33.37	\$ -	\$ 58,585.62
12/1/2022	\$ 58,585.62	\$ 37.03	\$ -	\$ 58,622.65
1/1/2023	\$ 58,622.65			

**Meyer**

Date	Beginning	Plus Received	Minus Expense	Equals Ending
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1/1/2022	\$	51,488.14	\$	-	\$	7,123.57	\$	44,364.57
2/1/2022	\$	44,364.57	\$	-	\$	(1,474.16)	\$	45,838.73
3/1/2022	\$	45,838.73	\$	-	\$	-	\$	45,838.73
4/1/2022	\$	45,838.73	\$	-	\$	375.00	\$	45,463.73
5/1/2022	\$	45,463.73	\$	-	\$	640.00	\$	44,823.73
6/1/2022	\$	44,823.73	\$	-	\$	173.39	\$	44,650.34
7/1/2022	\$	44,650.34	\$	-	\$	-	\$	44,650.34
8/1/2022	\$	44,650.34	\$	-	\$	853.90	\$	43,796.44
9/1/2022	\$	43,796.44	\$	-	\$	74.70	\$	43,721.74
10/1/2022	\$	43,721.74	\$	58.59	\$	-	\$	43,780.33
11/1/2022	\$	43,780.33	\$	26.64	\$	321.04	\$	43,485.93
12/1/2022	\$	43,485.93	\$	29.32	\$	438.80	\$	43,076.45
1/1/2023	\$	43,076.45						

**Memorials/Donations**

Date	Beginning	Plus Received	Minus Expense	Equals Ending
1/1/2022	\$ 20,254.32	\$ 200.00	\$ 15.79	\$ 20,438.53
2/1/2022	\$ 20,438.53	\$ 200.00	\$ 61.30	\$ 20,577.23
3/1/2022	\$ 20,577.23	\$ -	\$ 46.21	\$ 20,531.02
4/1/2022	\$ 20,531.02	\$ -	\$ 3,841.69	\$ 16,689.33
5/1/2022	\$ 16,689.33	\$ 2,260.00	\$ 84.54	\$ 18,864.79
6/1/2022	\$ 18,864.79	\$ 675.00	\$ 32.75	\$ 19,507.04
7/1/2022	\$ 19,507.04	\$ 3,035.00	\$ 7,611.94	\$ 14,930.10
8/1/2022	\$ 14,930.10	\$ 2,490.00	\$ 3,279.80	\$ 14,140.30
9/1/2022	\$ 14,140.30	\$ 3,628.00	\$ 2,740.03	\$ 15,028.27
10/1/2022	\$ 15,028.27	\$ 365.75	\$ 3,396.53	\$ 11,997.49
11/1/2022	\$ 11,997.49	\$ 630.02	\$ 972.25	\$ 11,655.26
12/1/2022	\$ 11,655.26	\$ 3,103.22	\$ 10,171.49	\$ 4,586.99
1/1/2023	\$ 4,586.99			

**Total**

Date	Beginning	Plus Received	Minus Expense	Balance Sheet activ Ending
1/1/2022	\$ 2,146,630.24	\$ 161,002.87	\$ 325,185.96	\$ - \$ 1,982,447.15
2/1/2022	\$ 1,982,447.15	\$ 47,744.36	\$ 307,430.80	\$ - \$ 1,722,760.71
3/1/2022	\$ 1,722,760.71	\$ 198,473.21	\$ 380,859.61	\$ - \$ 1,540,374.31
4/1/2022	\$ 1,540,374.31	\$ 218,692.24	\$ 331,987.54	\$ - \$ 1,427,079.01
5/1/2022	\$ 1,427,079.01	\$ 295,481.02	\$ 317,294.50	\$ - \$ 1,405,265.53
6/1/2022	\$ 1,405,265.53	\$ 52,043.10	\$ 299,069.92	\$ - \$ 1,158,238.71
7/1/2022	\$ 1,158,238.71	\$ 1,681,510.83	\$ 369,465.91	\$ - \$ 2,470,283.63
8/1/2022	\$ 2,470,283.63	\$ 297,945.13	\$ 321,249.60	\$ - \$ 2,446,979.16
9/1/2022	\$ 2,446,979.16	\$ 1,015,556.41	\$ 408,976.83	\$ - \$ 3,053,558.74
10/1/2022	\$ 3,053,558.74	\$ 528,044.02	\$ 372,119.11	\$ - \$ 3,209,483.65
11/1/2022	\$ 3,209,483.65	\$ 147,753.48	\$ 323,285.18	\$ - \$ 3,033,951.95
12/1/2022	\$ 3,033,951.95	\$ 757,001.37	\$ 976,995.67	\$ - \$ 2,813,957.65
1/1/2023	\$ 2,813,957.65			

12/20/2022

Factory: Multiple

Lead Time: 8-10 weeks

LFI QT-3305 Proposal for:

Decatur Public Library

ALTERNATE BID

Library Furniture International
797 Glenn Ave
Wheeling IL 60090
ph: 847-564-9497
fax: 847-564-9337

Table with columns: ITEM, QTY, MFG, CATALOG NO., DESCRIPTION, UNIT NET, EXTENSION. Row 1: S-8, 40, ESTEY, Welded Frame, AV - DOUBLE FACE, \$ 443.43, \$ 17,737.20

ALTERNATE ITEM

PHASE 1

DF 66"H x 36"W x 20"D

6 rows high

- base Sloped base shelf, 8"d with L-shaped book support
row 2 Sloped shelf, 8"d with wire book support
row 3 Sloped shelf, 8"d with wire book support
row 4 Sloped shelf, 8"d with wire book support
row 5 Flat shelf, 8"d with wire book support
row 6 Flat shelf, 8"d with wire book support

- STEEL COLOR: SOFT WHITE (SO85)
SIGNAGE: N/A
CASTERS: N/A
END PANELS YES, see EP-6 (laminated)
CANOPY TOPS N/A

Table with columns: QTY, MFG, CATALOG NO., DESCRIPTION. Row 1: 40, SECTIONS. Row 2: 1, 40, W6636, Weld Frame 36w x 66h. Row 3: 1, 40, WSB3618A, DF Fxd Slp Bs Asm 36w x 18d. Row 4: 2, 80, BSN6, Book Sup Non Skid 4.563w x 06h. Row 5: 6, 240, SIBS3609A, SlpngIntglAdjShlfAsm 35.375x08. Row 6: 6, 240, EWD-1, Chrome Plate Intgl Bk Sliding Wire Div-08"d. Row 7: 4, 160, BLIB3609A, BL Intgl Adj Sh Assm 35.375x08

Table with columns: ITEM, QTY, MFG, CATALOG NO., DESCRIPTION, UNIT NET, EXTENSION. Row 1: EP-8, 16, LFI CUSTOM, DF END PANEL WITH TWO SIGNS, \$ 542.54, \$ 8,680.64

ALTERNATE ITEM

PHASE 1

Table with columns: QTY, MFG, CATALOG NO., DESCRIPTION. Row 1: 16, EP-6620, Laminate End Panel with pvc edge, 66"H x 20"W x 1" thick. Row 2: 2, 32, SG-1, End Panel Sign; (2) per end panel. Row 3: 3, Acrylic sign for paper insert with thumb grasp cutout. Provide double stick tape to mount to end panel. Approximate dimensions: 8"l x 4"h. Matte finish

12/20/2022

LFI QT-3305 Proposal for:

Library Furniture International  
797 Glenn Ave  
Wheeling IL 60090  
ph: 847-564-9497  
fax: 847-564-9337

Factory: Multiple

Decatur Public Library

Lead Time: 8-10 weeks

ALTERNATE BID

ITEM	QTY	MFG	CATALOG NO.	DESCRIPTION	UNIT NET	EXTENSION
S-9	22	ESTEY	Welded Frame	AV - SINGLE FACE	\$ 266.94	\$ 5,872.68

ALTERNATE ITEM

PHASE 1

SF 66"H x 36"W x 12"D

6 rows high

- base Sloped base shelf, 8"d with L-shaped book support
- row 2 Sloped shelf, 8"d with wire book support
- row 3 Sloped shelf, 8"d with wire book support
- row 4 Sloped shelf, 8"d with wire book support
- row 5 Flat shelf, 8"d with wire book support
- row 6 Flat shelf, 8"d with wire book support

- STEEL COLOR: SOFT WHITE (S085)
- SIGNAGE: N/A
- CASTERS: N/A
- BACK PANELS: <only applies to "A" frames--otherwise hide line>
- END PANELS YES, see EP-6 (laminated)
- CANOPY TOPS N/A

	22		SECTIONS
1	22	W6636	Weld Frame 36w x 66h
1	22	WSB3609A	SF Fxd Slp Bs Asm 36w x 09d
1	22	BSN6	Book Sup Non Skid 4.563w x 06h
3	66	SIBS3609A	SlpngIntglAdjShlfAsm 35.375x08
3	66	EWD-1	Chrome Plate Intgl Bk Sliding Wire Div-08"d
2	44	BLIB3609A	BL Intgl Adj Sh Assm 35.375x08

EP-9	4	LFI CUSTOM	SF END PANEL - NO SIGN	\$ 336.58	\$ 1,346.32
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ALTERNATE ITEM

PHASE 1

4	EP-6610	Laminate End Panel with pvc edge 66"H x 10"W x 1" thick Laminate: Wilsonart Buttered Squash Y0347-60 PVC edgeband: Rehau Brushed Aluminum 1323E 3D
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SH-10	16		DISPLAY SHELVES	\$ 31.27	\$ 500.25
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ALTERNATE ITEM

PHASE 1

16	ZZPD	Zig Zag shelf for display purposes Zig Zag Pabk Disply 35x3.438x5
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MISC	ALTERNATE ITEMS ONLY ESTEY STEEL SURCHARGE			\$ 5,154.24
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12/20/2022

Factory: Multiple

Lead Time: 8-10 weeks

**LFI QT-3305 Proposal for:**

**Decatur Public Library**

**ALTERNATE BID**

Library Furniture International  
797 Glenn Ave  
Wheeling IL 60090  
ph: 847-564-9497  
fax: 847-564-9337

ITEM	QTY	MFG	CATALOG NO.	DESCRIPTION	UNIT NET	EXTENSION
TOTAL FOB FACTORY					\$	39,291.33
INSTALLATION + FREIGHT <i>* prevailing wage *</i>					\$	15,026.67
<b>TOTAL</b>					<b>\$</b>	<b>54,318.00</b>

<b>30% DEPOSIT</b>	<b>\$</b>	<b>16,295.00</b>
<b>BALANCE DUE UPON COMPLETION OF PHASE 1</b>	<b>\$</b>	<b>38,023.00</b>

**QUOTATION TERMS**

**\* quotes are valid for 30 days from date at top of this page**

\* quotes are based on stated quantities; any change in quantity may require re-quoting  
 \* prices include standard materials/finishes unless otherwise noted  
 \* customer is responsible for verifying all final details of order including, but not limited to, size, color, finish, etc.; if there are any questions on this quote, please contact LFI at 847-564-9497 to clarify details prior to accepting quote  
 \* LFI assumes use of customer's dumpster for waste removal. If customer requests LFI to provide dumpster, additional costs will be billed to customer.  
 \* Storage Costs---if finished product requires storage at LFI warehouse due to customer's site not being ready for installation at the agreed upon time, LFI reserves the right to assess a storage charge

**PAYMENT TERMS**

Refer to terms outlined above.

**TO ACCEPT THIS QUOTE:**

\* sign and date below as formal acknowledgement of the quote terms  
 \* please forward a deposit if one is required per the quote terms  
 \* please fax back to LFI at 847-564-9337 and we will begin processing your order.. You can also email your order to matt@libraryfurniture-intl.com or your Project Manager contact  
 \* LFI will coordinate and schedule in-bound freight of your order.

12/20/2022

Factory: Multiple

Lead Time: 8-10 weeks

**LFI QT-3305 Proposal for:**

**Decatur Public Library**

**ALTERNATE BID**

Library Furniture International  
797 Glenn Ave  
Wheeling IL 60090  
ph: 847-564-9497  
fax: 847-564-9337

ITEM	QTY	MFG	CATALOG NO.	DESCRIPTION	UNIT NET	EXTENSION
				<p>* An LFI installer will meet the delivery truck, off-load, unpack, place items and inspect your order for damage. If there is damage or missing items, LFI will handle the claim and coordination with factory.</p> <p>* By NOT contracting LFI for installation, then the client is responsible for handling all issues mentioned above. LFI will provide the name and tracking number of the freight carrier, however, the client is responsible for making freight claims.</p> <p>* Factories and freight carriers will require digital photography of any damage related issues.</p>		
				Signature	Date	
				TOTAL	\$	54,318.00

12/20/2022

LFI QT-3305 Proposal for:

Library Furniture International  
797 Glenn Ave  
Wheeling IL 60090  
ph: 847-564-9497  
fax: 847-564-9337

Factory: Multiple

Decatur Public Library

Lead Time: 8-10 weeks

BASE BID

ITEM	QTY	MFG	CATALOG NO.	DESCRIPTION	UNIT NET	EXTENSION
S-1	117	ESTEY	Welded Frame	FICTION - DOUBLE FACE	\$ 489.10	\$ 57,224.70

PHASE 2

<b>117 units per Floor Plan dated 11/11/22</b>				DF 72"H x 36"W x 24"D
				6 rows high
		base		Sloped base shelf, 10"d with L-shaped book support
		row 2		Flat shelf, 10"d with wire book support
		row 3		Flat shelf, 10"d with wire book support
		row 4		Flat shelf, 10"d with wire book support
		row 5		Flat shelf, 10"d with wire book support
		row 6		Flat shelf, 10"d with wire book support
		STEEL COLOR:		SOFT WHITE (S085)
		SIGNAGE:		N/A
		CASTERS:		N/A
		END PANELS		YES, see EP-1 (laminated)
		CANOPY TOPS		N/A

	117		SECTIONS
1	117	W7236	Weld Frame 36w x 72h
1	117	WSB3622A	DF Fxd Slp Bs Asm 36w x 22d
2	234	BSN6	Book Sup Non Skid 4.563w x 06h
10	1170	BLIB3611A	BL Intgl Adj Sh Assm 35.375x10

EP-1	38	LFI CUSTOM	DF END PANEL WITH TWO SIGNS	\$ 523.79	\$ 19,904.02
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PHASE 2

	38	EP-7224	Laminate End Panel with pvc edge 72"H x 24"W x 1" thick Laminate: Wilsonart Aster 13099-60 PVC edgeband: Rehau Brushed Aluminum 1323E 3D
2	76	SG-1	End Panel Sign; (2) per end panel Acrylic sign for paper insert with thumb grasp cutout. Provide double stick tape to mount to end panel. Approximate dimensions: 8"l x 4"h Matte finish
	8		

12/20/2022

LFI QT-3305 Proposal for:

Library Furniture International  
797 Glenn Ave  
Wheeling IL 60090  
ph: 847-564-9497  
fax: 847-564-9337

Factory: Multiple

Decatur Public Library

Lead Time: 8-10 weeks

BASE BID

ITEM	QTY	MFG	CATALOG NO.	DESCRIPTION	UNIT NET	EXTENSION
S-2	163	ESTEY	Welded Frame	NON-FICTION - DOUBLE FACE	\$ 489.10	\$ 79,723.30

PHASE 1

163 units per Floor Plan dated 11/11/22

DF 72"H x 36"W x 24"D  
 6 rows high  
 Sloped base shelf, 10"d with L-shaped book support  
 Flat shelf, 10"d with wire book support  
 Flat shelf, 10"d with wire book support  
 Flat shelf, 10"d with wire book support  
 Flat shelf, 10"d with wire book support  
 Flat shelf, 10"d with wire book support

base  
 row 2  
 row 3  
 row 4  
 row 5  
 row 6

STEEL COLOR: SOFT WHITE (SO85)  
 SIGNAGE: N/A  
 CASTERS: N/A  
 END PANELS: YES, see EP-2 (laminated)  
 CANOPY TOPS: N/A

	163		SECTIONS
1	163	W7236	Weld Frame 36w x 72h
1	163	WSB3622A	DF Fxd Slp Bs Asm 36w x 22d
2	326	BSN6	Book Sup Non Skid 4.563w x 06h
10	1630	BLIB3611A	BL Intgl Adj Sh Assm 35.375x10

EP-2	50	LFI CUSTOM	DF END PANEL WITH TWO SIGNS	\$ 523.24	\$ 26,162.00
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PHASE 1

50	EP-7224	Laminate End Panel with pvc edge 72"H x 24"W x 1" thick Laminate: Wilsonart Fresh Cut 13095-60 PVC edgeband: Rehau Brushed Aluminum 1323E 3D	
2	100	SG-1	End Panel Sign; (2) per end panel Acrylic sign for paper insert with thumb grasp cutout. Provide double stick tape to mount to end panel. Approximate dimensions: 8"l x 4"h Matte finish
	9		



12/20/2022

LFI QT-3305 Proposal for:

Library Furniture International  
797 Glenn Ave  
Wheeling IL 60090  
ph: 847-564-9497  
fax: 847-564-9337

Factory: Multiple

Decatur Public Library

Lead Time: 8-10 weeks

BASE BID

ITEM	QTY	MFG	CATALOG NO.	DESCRIPTION	UNIT NET	EXTENSION
<b>S-3</b>	<b>43</b>	<b>ESTEY</b>	<b>Welded Frame</b>	<b>FICTION/NON-FICTION - SINGLE FACE</b>	<b>\$ 291.46</b>	<b>\$ 12,532.78</b>

PHASE 2

SF 72"H x 36"W x 13"D

6 rows high

- base **Sloped base shelf, 10"d with L-shaped book support**
- row 2 **Flat shelf, 10"d with wire book support**
- row 3 **Flat shelf, 10"d with wire book support**
- row 4 **Flat shelf, 10"d with wire book support**
- row 5 **Flat shelf, 10"d with wire book support**
- row 6 **Flat shelf, 10"d with wire book support**

- STEEL COLOR: **SOFT WHITE (SO85)**
- SIGNAGE: **N/A**
- CASTERS: **N/A**
- END PANELS **YES, see EP-3 (laminated)**
- CANOPY TOPS **N/A**

		43	SECTIONS
1	43	W7236	Weld Frame 36w x 72h
1	43	WSB3611A	SF Fxd Slp Bs Asm 36w x 11d
1	43	BSN6	Book Sup Non Skid 4.563w x 06h
5	215	BLIB3611A	BL Intgl Adj Sh Assm 35.375x10
1	43	WCLIP	Wall Clip 3w x 2d x 1h

<b>EP-3</b>	<b>5</b>	<b>LFI CUSTOM</b>	<b>SF END PANEL - NO SIGN</b>	<b>\$ 324.17</b>	<b>\$ 1,620.85</b>
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PHASE 2

5	EP-7213	<b>Laminate End Panel with pvc edge</b> <b>72"H x 13"W x 1" thick</b> Laminate: Wilsonart Aster 13099-60 PVC edgeband: Rehau Brushed Aluminum 1323E 3D
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12/20/2022

LFI QT-3305 Proposal for:

Library Furniture International  
797 Glenn Ave  
Wheeling IL 60090  
ph: 847-564-9497  
fax: 847-564-9337

Factory: Multiple

Decatur Public Library

Lead Time: 8-10 weeks

BASE BID

ITEM	QTY	MFG	CATALOG NO.	DESCRIPTION	UNIT NET	EXTENSION
S-4	24	ESTEY	Welded Frame	YOUNG ADULT - SINGLE FACE	\$ 253.55	\$ 6,085.20

PHASE 3

SF 66"H x 36"W x 13"D

5 rows high

- base **Sloped base shelf, 10"d with L-shaped book support**
- row 2 **Flat shelf, 10"d with wire book support**
- row 3 **Flat shelf, 10"d with wire book support**
- row 4 **Flat shelf, 10"d with wire book support**
- row 5 **Flat shelf, 10"d with wire book support**

- STEEL COLOR: **SOFT WHITE (SO85)**
- SIGNAGE: **N/A**
- CASTERS: **N/A**
- END PANELS **YES, see EP-4 (laminated)**
- CANOPY TOPS **N/A**

	24		SECTIONS
1	24	W6636	Weld Frame 36w x 66h
1	24	WSB3611A	SF Fxd Slp Bs Asm 36w x 11d
1	24	BSN6	Book Sup Non Skid 4.563w x 06h
4	96	BLIB3611A	BL Intgl Adj Sh Assm 35.375x10
1	24	WCLIP	Wall Clip 3w x 2d x 1h

EP-4	1	LFI CUSTOM	SF END PANEL - NO SIGN	\$ 336.58	\$ 336.58
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PHASE 3

1	EP-6613	<b>Laminate End Panel with pvc edge</b> <b>66"H x 13"W x 1" thick</b> Laminate: Wilsonart Blueberry Taffy Y0355-60 PVC edgeband: Rehau Brushed Aluminum 1323E 3D
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Factory: Multiple

Decatur Public Library

Lead Time: 8-10 weeks

BASE BID

ITEM	QTY	MFG	CATALOG NO.	DESCRIPTION	UNIT NET	EXTENSION
<b>S-5</b>	<b>24</b>	<b>ESTEY</b>	<b>Welded Frame</b>	<b>YOUNG ADULT - DOUBLE FACE</b>	<b>\$ 420.17</b>	<b>\$ 10,084.08</b>

**PHASE 3**

DF 66"H x 36"W x 24"D

**(4) PINWHEEL CONFIGURATIONS**

5 rows high  
 Sloped base shelf, 10"d with L-shaped book support  
 Flat shelf, 10"d with wire book support  
 Flat shelf, 10"d with wire book support  
 Flat shelf, 10"d with wire book support  
 Flat shelf, 10"d with wire book support

base  
 row 2  
 row 3  
 row 4  
 row 5

STEEL COLOR: **SOFT WHITE (SO85)**  
 SIGNAGE: **N/A**  
 CASTERS: **N/A**  
 END PANELS **YES, see EP-5 (laminated)**  
 CANOPY TOPS **N/A**

	24		SECTIONS
1	24	W6636	Weld Frame 36w x 66h
1	24	WSB3622A	DF Fxd Slp Bs Asm 36w x 22d
2	48	BSN6	Book Sup Non Skid 4.563w x 06h
8	192	BLIB3611A	BL Intgl Adj Sh Assm 35.375x10

<b>EP-5</b>	<b>24</b>	<b>LFI CUSTOM</b>	<b>DF END PANEL WITH TWO SIGNS</b>	<b>\$ 520.67</b>	<b>\$ 12,496.08</b>
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**PHASE 3**

	24	EP-6624	Laminate End Panel with pvc edge 66"H x 24"W x 1" thick Laminate: Wilsonart Blueberry Taffy Y0355-60 PVC edgeband: Rehau Brushed Aluminum 1323E 3D
2	24	SG-1	End Panel Sign; (2) per end panel
	2	<b>Note: signage for patron facing panels only</b>	Acyrlc sign for paper insert with thumb grasp cutout. Provide double stick tape to mount to end panel. Approximate dimensions: 8"l x 4"h Matte finish

<b>WF-5</b>	<b>0</b>	<b>LFI CUSTOM</b>	<b>WEDGE FILLER</b>	<b>\$</b>	<b>-</b>
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**PHASE 3**

**OK TO REMOVE FROM SCOPE PER TN EMAIL  
 REPLACE WITH EP-5 IN blue laminate**

	0	WF-6624-TRI	Triangular shaped wedge with topcap 66"H x 24" on all sides Laminate: Standard WilsonArt white to match shelving PVC edgeband: coordinating standard Include Richeleu corner on vertical and horizontal seams to protect laminate edges.
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12/20/2022

LFI QT-3305 Proposal for:

Library Furniture International  
797 Glenn Ave  
Wheeling IL 60090  
ph: 847-564-9497  
fax: 847-564-9337

Factory: Multiple

Decatur Public Library

Lead Time: 8-10 weeks

BASE BID

ITEM	QTY	MFG	CATALOG NO.	DESCRIPTION	UNIT NET	EXTENSION
<b>S-6</b>	<b>36</b>	<b>ESTEY</b>	<b>Welded Frame</b>	<b>LARGE PRINT - DOUBLE FACE</b>	<b>\$ 420.17</b>	<b>\$ 15,126.12</b>

**PHASE 1**

DF 66"H x 36"W x 24"D

5 rows high

- base **Sloped base shelf, 10"d with L-shaped book support**
- row 2 **Flat shelf, 10"d with wire book support**
- row 3 **Flat shelf, 10"d with wire book support**
- row 4 **Flat shelf, 10"d with wire book support**
- row 5 **Flat shelf, 10"d with wire book support**

- STEEL COLOR: **SOFT WHITE (SO85)**
- SIGNAGE: **N/A**
- CASTERS: **N/A**
- END PANELS **YES, see EP-6 (laminated)**
- CANOPY TOPS **N/A**

	36		SECTIONS
1	36	W6636	Weld Frame 36w x 66h
1	36	WSB3622A	DF Fxd Slp Bs Asm 36w x 22d
2	72	BSN6	Book Sup Non Skid 4.563w x 06h
8	288	BLIB3611A	BL Intgl Adj Sh Assm 35.375x10

<b>EP-6</b>	<b>12</b>	<b>LFI CUSTOM</b>	<b>DF END PANEL WITH TWO SIGNS</b>	<b>\$ 542.16</b>	<b>\$ 6,505.92</b>
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**PHASE 1**

	12	EP-6624	<b>Laminate End Panel with pvc edge</b> <b>66"H x 24"W x 1" thick</b> Laminate: Wilsonart Buttered Squash Y0347-60 PVC edgeband: Rehau Brushed Aluminum 1323E 3D
2	24	SG-1	End Panel Sign; (2) per end panel Acrylic sign for paper insert with thumb grasp cutout. Provide double stick tape to mount to end panel. Approximate dimensions: 8"l x 4"h Matte finish
	2		

12/20/2022

LFI QT-3305 Proposal for:

Library Furniture International  
797 Glenn Ave  
Wheeling IL 60090  
ph: 847-564-9497  
fax: 847-564-9337

Factory: Multiple

Decatur Public Library

Lead Time: 8-10 weeks

BASE BID

ITEM	QTY	MFG	CATALOG NO.	DESCRIPTION	UNIT NET	EXTENSION
<b>S-7</b>	<b>15</b>	<b>Designer Series</b>	<b>NEW BOOKS - DOUBLE FACE</b>		<b>\$ 792.78</b>	<b>\$ 11,891.70</b>

**PHASE 3**

DF 54"H x 36"W x 24"D

4 rows high

base 25 deg. sloped display base shelf with L-shaped book support

row 2 10 deg. sloped shelf with L-shaped book support

row 3 10 deg. sloped shelf with L-shaped book support

row 4 10 deg. sloped shelf with L-shaped book support

STEEL COLOR: SOFT WHITE (S085)  
SIGNAGE: YES, 4" high  
CASTERS: N/A  
END PANELS: YES, see EP-7 (laminated)  
CANOPY TOPS: N/A

5 STARTERS			
2	10	EDDUPT5411	DF Dsgnr Series Upt 54h x 11d
2	10	DSTRUT36	Designer Series Strut 36"
2	10	DKP36SA	DS Kickplate Asm 36"w-(Spcl)
2	10	SSDS3611-25	Special Sloped Displ Shf 25 Degree
6	30	SSDS3611-10	Special Sloped Displ Shf 10 Degree
8	40	BSN6	Book Sup Non Skid 4.563w x 06h
8	40	DSPB	Designer Series Panel Bracket

10 ADDERS			
1	10	EDDUPT5411	DF Dsgnr Series Upt 54h x 11d
2	20	DSTRUT36	Designer Series Strut 36"
2	20	DKP36SA	DS Kickplate Asm 36"w-(Spcl)
2	20	SSDS3611-25	Special Sloped Displ Shf 25 Degree
6	60	SSDS3611-10	Special Sloped Displ Shf 10 Degree
8	80	BSN6	Book Sup Non Skid 4.563w x 06h

15 SIGNAGE			
1	15	ASD36A	Sign Holder
1	15	MDH-4-m	MD Header 4-1/4"H x 34 7/8"L folded size-matte finish

<b>EP-7</b>	<b>10</b>	<b>LFI CUSTOM</b>	<b>DF END PANEL - NO SIGN</b>		<b>\$ 384.00</b>	<b>\$ 3,840.00</b>
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**PHASE 3**

10	EP-5424	<b>Laminate End Panel with pvc edge</b> <b>54"H x 24"W x 1" thick</b> Laminate: Wilsonart Concord Grape 13098-60 PVC edgeband: Rehau Brushed Aluminum 1323E 3D
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<b>MISC</b>	<b>BASE BID ITEMS ONLY</b>	<b>ESTEY STEEL SURCHARGE</b>		<b>\$ 41,162.97</b>
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12/20/2022

LFI QT-3305 Proposal for:

Library Furniture International  
797 Glenn Ave  
Wheeling IL 60090  
ph: 847-564-9497  
fax: 847-564-9337

Factory: Multiple

Decatur Public Library

Lead Time: 8-10 weeks

BASE BID

ITEM	QTY	MFG	CATALOG NO.	DESCRIPTION	UNIT NET	EXTENSION
TOTAL FOB FACTORY						\$ 304,696.31
INSTALLATION + FREIGHT * prevailing wage *						\$ 112,585.69
<b>TOTAL</b>						<b>\$ 417,282.00</b>

<b>30% DEPOSIT</b>	<b>\$ 125,184.60</b>
<b>25% PROGRESS PAYMENT DUE UPON COMPLETION OF PHASE 1</b>	<b>\$ 104,320.50</b>
<b>25% PROGRESS PAYMENT DUE UPON COMPLETION OF PHASE 2</b>	<b>\$ 104,320.50</b>
<b>20% PROGRESS PAYMENT DUE UPON COMPLETION OF PHASE 3</b>	<b>\$ 83,456.40</b>

**QUOTATION TERMS**

**\* quotes are valid for 30 days from date at top of this page**

\* quotes are based on stated quantities; any change in quantity may require re-quoting

\* prices include standard materials/finishes unless otherwise noted

\* customer is responsible for verifying all final details of order including, but not limited to, size, color, finish, etc.; if there are any questions on this quote, please contact LFI at 847-564-9497 to clarify details prior to accepting quote

\* LFI assumes use of customer's dumpster for waste removal. If customer requests LFI to provide dumpster, additional costs will be billed to customer.

\* Storage Costs---if finished product requires storage at LFI warehouse due to customer's site not being ready for installation at the agreed upon time, LFI reserves the right to assess a storage charge

**PAYMENT TERMS**

Refer to terms outlined above.

**TO ACCEPT THIS QUOTE:**

\* sign and date below as formal acknowledgement of the quote terms

\* please forward a deposit if one is required per the quote terms

\* please fax back to LFI at 847-564-9337 and we will begin processing your order.. You can also email your order to matt@libraryfurniture-intl.com or your Project Manager contact

\* LFI will coordinate and schedule in-bound freight of your order.

12/20/2022

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797 Glenn Ave  
Wheeling IL 60090  
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Factory: Multiple

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Lead Time: 8-10 weeks

**BASE BID**

ITEM	QTY	MFG	CATALOG NO.	DESCRIPTION	UNIT NET	EXTENSION
				<p>* An LFI installer will meet the delivery truck, off-load, unpack, place items and inspect your order for damage. If there is damage or missing items, LFI will handle the claim and coordination with factory.</p> <p>* By NOT contracting LFI for installation, then the client is responsible for handling all issues mentioned above. LFI will provide the name and tracking number of the freight carrier, however, the client is responsible for making freight claims.</p> <p>* Factories and freight carriers will require digital photography of any damage related issues.</p>		
				Signature	Date	
				TOTAL		\$ 417,282.00