



DECATUR PUBLIC LIBRARY

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**Board of Trustees
FINANCE AND PROPERTIES COMMITTEE
Meeting AGENDA
Wednesday, May 18, 2022
4:30 p.m.
Board Room**

- I. Call to Order** – Sofia Xethalis
- II. Approval of Agenda**
- III. Minutes**—March 9 and April 13, 2022 Meeting Minutes
- 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. Other
- VII. New Business**
 - A. April 2022 Check Register (Action)
 - B. April Actuals (Discussion)
 - C. FY2022 Projection (Discussion)
 - D. Securitas Proposal (Action)
 - E. Shelving/Furniture Budget (Action)
 - F. Other
- VIII. Adjournment**



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DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES

Finance and Properties

Minutes

Date: March 9, 2022

Time: 4:30 p.m.

Location: Children's Auditorium

Present: Sofia Xethalis (Chair)

Samantha Carroll

Anay Hunt

Jecobie Jones

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

Absent:

Anay Hunt

Guests: None

Call to Order:

Ms. Xethalis called the meeting to order at 4:49 pm.

Approval of Agenda

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

Approval of Minutes: February 9, 2022 meeting minutes

Ms. Xethalis requested a motion to approve the February 9, 2022 meeting minutes. Ms. Carroll made a motion to approve the minutes, seconded by Mr. Jones. All in favor. The motion was adopted.

Public Comments: None.

Old Business

Capital Needs (Discussion) Mr. Meyer spoke with Mr. Pritchett about pricing out grass seed for both sides of the green space by the parking lot area. The Library would like to hold the summer reading program kick-off in the green space, if possible. The alternate location is the Transfer House in Central Park.

The Local History room was built 7 years ago. It has to maintain a set temperature and relative humidity. The system controls may need some repairs. We have a quote from Cloud controls. Mr. Meyer will check with the

City to see if they will pay for this repair. The Foundation paid for the original Local History room. If the City doesn't pay for it, we can look to the Foundation for financial assistance.

Mr. Meyer will get the specs from the architects for new furniture and shelving to review by this summer, and complete the project in the fall. Some of the worst items can be replaced this year even if we don't do it all.

New Business

February 2022 Check Registers (Action) A discussion was held regarding the cost of the Herald & Review, and the Regions credit. Ms. Xethalis requested a motion to approve the February 2022 check register. Ms. Carroll made a motion to send the check register to the full board, seconded by Mr. Jones. Ms. Xethalis requested a roll call vote. Ms. Carroll, yes, Mr. Jones, yes, Ms. Xethalis, yes. The motion was adopted.

February Actuals (Discussion) Mr. Meyer discussed the February actuals including the year-to-date revenue line. He noted the balance of Library funding comes later in the year. Classified ads for hiring are an added cost. Other expenses are in-line with the budget.

Other (Discussion) A discussion was held on refreshing The Library and having a Grand Reopening. Timing will be important for getting bids and sourcing the material and getting the work done in the months when walk-in traffic is slower. Mr. Meyer will follow up with the architects on this project. The budget may need to be amended based on the quote for the scope of the project.

Adjournment

Ms. Xethalis requested a motion to adjourn. Ms. Carroll made a motion to adjourn at 5:20 pm, seconded by Mr. Jones. All in favor. The motion was adopted.

Scribe, Michelle Whitehead, Executive Administrative Assistant

Final 3/9/2022



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DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES

Finance and Properties

Minutes

Date: April 13, 2022

Time: 4:30 p.m.

Location: Board Room

Present: Sofia Xethalis (Chair)

Samantha Carroll

Anay Hunt (via zoom)

Alana Banks (via zoom)

Jecobie Jones

Staff: Rick Meyer, City Librarian, Michelle Whitehead, Executive Administrative Assistant,

Absent:

Guests:

Call to Order:

Ms. Xethalis called the meeting to order at 4:34 pm.

Approval of Agenda

Ms. Xethalis requested a motion to approve the agenda. Ms. Carroll made a motion to approve the agenda, seconded by Mr. Jones. The motion was adopted.

Approval of Minutes: February 9, 2022 meeting minutes

The February 9, 2022 meeting minutes were already approved. March and April minutes will be approved at the May Finance and Property meeting.

Public Comments: There was an email about overdrive that was resolved.

Old Business

Capital Needs (Discussion) Mr. Meyer stated the green space was reseeded about 2 weeks ago. Due to increasing security issues, Mr. Meyer met with Greg Zientara and the building manager. It was decided to install additional security cameras. A few police officers also attended the meeting to look at The Library security system. They felt it looked good. The Library will stop daily access to the lobby elevator except during the Friends of the Library book sale. Matt Wilkerson is pricing out the cost for adding a key card system. Jon Kinseth, the Deputy City Manager, is paying Deputy Sherriff's to be onsite at the Civic Center and the bus depot. It is possible to get security here at The Library also. Most of The Library security concerns happen

Monday through Friday in the afternoon. It's possible the security costs could be shared with the City. Mr. Meyer will get a quote from a private firm to establish a cost comparison. The City is paying a rate of \$45.00 an hour. Having a security presence here would be a real deterrent.

Other (Discussion) Ms. Carroll made a motion to allow Alana and Anay to participate via zoom since they met the requirements, seconded by Mr. Jones. All in favor. Motion was adopted.

New Business

March 2022 Check Registers (Action) There was a discussion about the Verizon bill and the amount paid for Paetec. Mr. Meyer will follow up with specifics to the committee. There was a display error for interviewing expenses that represented the full Regions bill. Ms. Xethalis requested a motion to approve the March 2022 check register. Ms. Carroll made a motion to send the check register to the full Board, seconded by Mr. Jones. Ms. Xethalis requested a roll call vote. Mr. Jones, yes, Ms. Hunt yes, Ms. Banks yes, and Ms. Xethalis yes. All in favor. The motion was adopted.

March Actuals (Discussion) Mr. Meyer discussed the expenditures for the month of March stating they are in line with the budget.

FY2022 Projection (Discussion) Mr. Meyer discussed the projected expenditures for the remainder of the fiscal year. Based on our current pace, we are on track to meet or exceed our 2022 projected income from the PPRT. Mr. Meyer placed a request for quote for shelving and seating to be installed in September or October of 2022.

Other (Discussion) The committee agreed to move the next meeting to the 18th of May instead of the 11th. Ms. Carroll will send an email to Board members and Mr. Meyer regarding Mr. Meyer's annual review, including instructions. This is to be completed in the next 2 weeks.

Ms. Hunt is starting a new job next week, and she will be doing training 8:30 am to 5 pm. She will not be able to attend the Board Meeting on the 21st. She may have to work nights and may need to attend via zoom.

Adjournment

Ms. Xethalis requested a motion to adjourn at 5:11 pm. Ms. Carroll made a motion to adjourn, seconded by Mr. Jones. All in favor. The motion was adopted.

Scribe, Michelle Whitehead, Executive Administrative Assistant

Final 4/13/2022

DATE: 5/6/2022
TIME: 11:51:38AM

**CITY OF DECATUR
LIBRARY FUNDS CHECK REGISTER**

FOR INVOICES FROM 4/1/2022 TO 4/30/2022

<u>CHECK NO.</u>	<u>CHECK DATE</u>	<u>VENDOR</u>	<u>INVOICE DESCRIPTION</u>	<u>CHECK</u>	<u>ACCOUNT DESCRIPTION</u>
35 LIBRARY FUND					
146305	4/5/2022 12:00:00 AM	BAKER & TAYLOR CO	BOOKS AND ENTERTAINMENT 2022	2,614.27	OFFICE SUPPLIES
146309	4/5/2022 12:00:00 AM	BECK'S ENGRAVING & RUBBER STAMPS	SUBLIMATED BADGES	37.60	OFFICE SUPPLIES
146319	4/5/2022 12:00:00 AM	BRIDGEALL LIBRARIES LIMITED	ANNUAL SUBSCRIPTION	12,500.00	COMPUTER SOFTWARE
146324	4/5/2022 12:00:00 AM	COMMERCIAL MAIL SERVICES	MAR 16 - MAR 31'22	210.70	POSTAGE
146333	4/5/2022 12:00:00 AM	DEMCO INC	BOOK SUPPLIES	330.82	OFFICE SUPPLIES
146334	4/5/2022 12:00:00 AM	DISPLAYS2GO	SIGN HOLDERS	977.93	OFFICE SUPPLIES
146347	4/5/2022 12:00:00 AM	GALE GROUP, INC.	LARGE PRINT DIRECT ORDER LARGE PRINT SALE ORDER	41.98	BOOKS & PERIODICALS
146354	4/5/2022 12:00:00 AM	HENKEL, ALISSA	PLA CONFERENCE	299.92	CONFERENCES & TRAVEL
146374	4/5/2022 12:00:00 AM	MIDWEST TAPE, LLC	AV AND STREAMING SERVICES	1,173.83	OFFICE SUPPLIES
146384	4/5/2022 12:00:00 AM	ONARGA COMMUNITY PUBLIC LIBRARY DISTRIC	LOST OR DAMAGED MATERIALS	10.00	LOST OR DAMAGED BOOKS
146392	4/5/2022 12:00:00 AM	SCHOOL LIBRARY JOURNAL	LJ ONLINE WORKSHOPS 3 ATTENDEES	507.45	CONFERENCES & TRAVEL
146416	4/12/2022 12:00:00 AM	BAKER & TAYLOR CO	BOOKS AND ENTERTAINMENT 2022	3,260.78	OFFICE SUPPLIES
146503	4/12/2022 12:00:00 AM	JESSICA HILL CONSULTING LLC		1,154.00	OTHER LIBRARY GRANT EXPENSE

SOC WORK JESSICA HILL SUB CONT

146515	4/12/2022	12:00:00 AM	MIDWEST TAPE, LLC AV AND STREAMING SERVICES	939.72	OFFICE SUPPLIES
146528	4/12/2022	12:00:00 AM	NATIONWIDE BACKGROUND SCREENING INC BACKGROUND REPORT T PEMBERTON	85.00	PROFESSIONAL SERVICES
146532	4/12/2022	12:00:00 AM	PAETEC ACCT 633292627001	84.66	TELEPHONE
146547	4/12/2022	12:00:00 AM	STRIGLOS/HAINES & ESSICK GEL MOUSE PAD/KEYBOARD/WRIST REST	47.62	OFFICE SUPPLIES
146568	4/12/2022	12:00:00 AM	TRI CITY PUBLIC LIBRARY DISTRICT LOST OR DAMAGED MATERIAL	8.00	LOST OR DAMAGED BOOKS
146580	4/12/2022	12:00:00 AM	WATTS COPY SYSTEMS SERVICE AND MAINTENANCE OF OFF	611.13	SERV-OFFICE EQUIPMENT
146583	4/12/2022	12:00:00 AM	ZOOBEAN INC YR 3 OF 3 BEANSTACK PLUS	2,295.00	COMPUTER SOFTWARE
146592	4/19/2022	12:00:00 AM	BAKER & TAYLOR CO BOOKS AND ENTERTAINMENT 2022	2,209.56	OFFICE SUPPLIES
146658	4/19/2022	12:00:00 AM	MIDWEST TAPE, LLC AV AND STREAMING SERVICES	5,912.34	OFFICE SUPPLIES
146663	4/19/2022	12:00:00 AM	NICHE ACADEMY LLC ONLINE SUBSCRIPTION FY22/23	2,400.00	BOOKS & PERIODICALS
146666	4/19/2022	12:00:00 AM	PAETEC ACCT 633318933001	37.93	TELEPHONE
146684	4/19/2022	12:00:00 AM	STACKMAP, LLC ANNUAL SUBSCRIPTION FY22/23	3,168.00	COMPUTER SOFTWARE
146690	4/19/2022	12:00:00 AM	TECHSOUP GLOBAL REBBOT RESTORE RX PRO 35 USERS	984.00	COMPUTER SOFTWARE
146706	4/26/2022	12:00:00 AM	AMAZON PAYMENTS SUPPLIES AND BOOKS SUPPLIES AND BOOKS	695.52	BOOKS & PERIODICALS
146712	4/26/2022	12:00:00 AM	BAKER & TAYLOR CO BOOKS AND ENTERTAINMENT 2022	1,954.82	OFFICE SUPPLIES
146729	4/26/2022	12:00:00 AM	COMMERCIAL MAIL SERVICES	175.01	POSTAGE

APR 1 - APR 15'22

146752	4/26/2022	12:00:00 AM	ERICKSON DAVIS, ATTORNEYS LEGAL REPRESENTATION	150.00	PROFESSIONAL SERVICES
146768	4/26/2022	12:00:00 AM	HENKEL, ALISSA REIMBURSEMENT FOR EASTER CANDY/WORD WARRIORS PROGR	85.94	OFFICE SUPPLIES
146781	4/26/2022	12:00:00 AM	JESSICA HILL CONSULTING LLC SOC WORK JESSICA HILL SUB CONT	1,269.40	OTHER LIBRARY GRANT EXPENSE
146783	4/26/2022	12:00:00 AM	JONES & THOMAS WEB SERVICES	550.00	PROFESSIONAL SERVICES
146785	4/26/2022	12:00:00 AM	KANOPY LIBRARY STREAMING SERVICE	338.00	BOOKS & PERIODICALS
146801	4/26/2022	12:00:00 AM	MIDWEST TAPE, LLC AV AND STREAMING SERVICES	5,090.10	OFFICE SUPPLIES
146809	4/26/2022	12:00:00 AM	NEWSBANK, INC. ANNUAL REMOTE ACCESS FOR OCT'22-SEPT'23	16,161.00	BOOKS & PERIODICALS
146812	4/26/2022	12:00:00 AM	PEERLESS NETWORK, INC ACCT 1212890	461.29	TELEPHONE
146821	4/26/2022	12:00:00 AM	ROSE DREW, INC REFUND 1 DVD POLY SLEEVE FRM INV 323260 6 DVD POLY SLEEVES	400.95	OFFICE SUPPLIES
146826	4/26/2022	12:00:00 AM	STEVE HARGADON (FOR LIBRARY 2.0) WEBINAR CUSTOMER SERVICE IN STRESSFUL SITUATIONS	390.00	CONFERENCES & TRAVEL
146840	4/26/2022	12:00:00 AM	VERIZON WIRELESS ACCT 980380645-00001	1,027.68	TELEPHONE
146846	4/26/2022	12:00:00 AM	WATTS COPY SYSTEMS COPIES FOR ACCT 300715	107.09	OTHER LIBRARY GRANT EXPENSE
146848	4/26/2022	12:00:00 AM	WHITEHEAD, MICHELLE REIMBURSEMENT FOR EMPLOYEE APPRECIATION DAY SNACKS	59.10	OTHER LIBRARY GRANT EXPENSE
923004904	4/19/2022	12:00:00 AM	REGIONS/CREDIT CARD ACCT 3978	3,069.56	MEMBERSHIP FEES
35 LIBRARY FUND Total				73,887.70	
59 LIBRARY TRUST FUNDS					
146293	4/5/2022	12:00:00 AM	AASLH	345.00	BOOK AND PERIODICALS

2022 MEMBERSHIP FOR LOCAL HISTORY ROOM

146355	4/5/2022 12:00:00 AM	HERITAGE NETWORK OF DECATUR 2022 MEMBERSHIP FOR LOCAL HISTORY ROOM	30.00	BOOK AND PERIODICALS
146478	4/12/2022 12:00:00 AM	FINDAWAY AC POWER ADAPTER/CORDLESS 1 DIGITAL AUDIOBOOK 23 DIGITAL AUDIOBOOKS	3,796.72	BOOKS & PERIODICALS
146515	4/12/2022 12:00:00 AM	MIDWEST TAPE, LLC AV AND STREAMING SERVICES	44.97	BOOKS & PERIODICALS

59 LIBRARY TRUST FUNDS Total	4,216.69
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WARRANT TOTAL:	78,104.39
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DPL FY 2022 Budget Report

Prepared: May 2, 2022

At the end of April 33% of the year has passed

Revenue

	FY 2022 Budgeted	% of Budget	Actual YTD	% Collected	FY21 YTD	% Change
Property Taxes	\$ 2,842,000	68.7%	\$ -	0.0%	\$ 50,732.01	-100.0%
All Other	\$ 1,292,562	31.3%	\$ 625,470.87	48.4%	\$ 368,525.25	69.7%
Total Revenue	\$ 4,134,562		\$ 625,470.87	15.1%	\$ 419,257.26	49.2%

Expense

	FY 2022 Budgeted	% of Budget	Actual YTD	% Expended	FY21 YTD	% Change
Personnel						
Payroll	\$ 1,644,156		\$ 547,761.69		\$ 569,358.28	-3.8%
Benefits	\$ 870,336		\$ 301,599.71		\$ 269,765.50	11.8%
	\$ 2,514,492	60.7%	\$ 849,361.40	33.8%	\$ 839,123.78	1.2%

Library Materials

Books, Periodicals, etc.	\$ 245,000		\$ 135,524.03	55.3%	\$ 136,534.36	-0.7%
Per Capita	\$ 104,020		\$ -	0.0%	\$ -	#DIV/0!
Lost/Damage	\$ 2,500.00		\$ 287.85	11.5%	\$ 694.70	n/a
Total Materials	\$ 351,520	9.3%	\$ 135,811.88	38.6%	\$ 137,229.06	-1.0%

Professional Services

Professional Services	\$ 102,000		\$ 14,075.62	13.8%	\$ 2,767.99	408.5%
Temp Agency	\$ 500		\$ -	0.0%	\$ 3,531.16	-1
Bank Service Charges	\$ 150		\$ 43.59	29.1%	\$ 147.44	-0.70435
Total	\$ 102,650	2.7%	\$ 14,119.21	13.8%	\$ 6,446.59	119.0%

Allocations

Administrative Fee	\$	108,864		\$	36,288.00	33.3%	\$	41,624.00	-12.8%
MIS	\$	36,684		\$	12,228.00	33.3%	\$	13,372.00	-8.6%
	\$	145,548	3.8%	\$	48,516.00	33.3%	\$	54,996.00	-11.8%

Grants

Other grants	\$	75,000		\$	11,333.64	15.1%	\$	7,233.87	56.7%
	\$	75,000	2.0%	\$	11,333.64	15.1%	\$	7,233.87	56.7%

Advertising	\$	500	0.01%	\$	898.00	179.6%	\$	421.00	113%
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Office Supplies/Maintenance

Printing/Binding	\$	-		\$	-	#DIV/0!	\$	-	#DIV/0!
Postage	\$	5,000		\$	1,546.83	30.9%	\$	1,706.33	-9.3%
Service to Office Equipment	\$	27,000		\$	2,671.00	9.9%	\$	2,978.95	-10.3%
Telephone	\$	27,000		\$	6,820.70	25.3%	\$	6,719.14	1.5%
Software	\$	50,000		\$	19,247.00	38.5%	\$	27,046.00	-28.8%
Office Supplies	\$	40,000		\$	6,795.72	17.0%	\$	9,579.96	-29.1%
Small Capital	\$	45,000		\$	2,463.98	5.5%	\$	3,035.01	-18.8%
	\$	194,000	5.1%	\$	39,545.23	20.4%	\$	51,065.39	-22.6%

Staff Development

Interview Travel Expense	\$	-		\$	35.48		\$	-	
Conferences/Training/Travel	\$	20,000		\$	2,242.57	11.2%	\$	2,163.00	3.7%
Tuition Reimbursement	\$	4,000		\$	-	0.0%	\$	-	#DIV/0!
Membership	\$	50,000		\$	4,891.10	9.8%	\$	1,024.00	377.6%
	\$	74,000	2.0%	\$	7,169.15	9.7%	\$	3,187.00	124.9%

Insurance

Unemployment	\$	1,056		\$	352.00	33.3%	\$	444.00	-20.7%
Risk Management	\$	95,724		\$	31,908.00	33.3%	\$	23,828.00	33.9%
	\$	96,780	2.6%	\$	32,260.00	33.3%	\$	24,272.00	32.9%

Building Costs

Rent	\$ 589,583.00		\$ 196,460.00	33.3%	\$ 191,668.00	2.5%
Supplies	\$ 150		\$ -	0.0%	\$ -	#DIV/0!
Maintenace	\$ -		\$ -	#DIV/0!	\$ -	#DIV/0!
Total Building	\$ 589,733	15.6%	\$ 196,460.00		\$ 191,668.00	2.5%
Total Operations/Services	\$ 1,629,731	43.1%	\$ 486,113.11	29.8%	\$ 476,518.91	2.0%
<hr/>						
Total Expenses	\$ 4,144,223		\$ 1,335,474.51	32.2%	\$ 1,315,642.69	1.5%
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Revenue Minus Expense	\$ (9,661)		\$ (710,003.64)		\$ (896,385.43)	-20.8%

Operating fund

Date	Beginning	Revenue	Expense	Balance Sheet / 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			
6/1/2022				
7/1/2022				
8/1/2022				
9/1/2022				
10/1/2022				
11/1/2022				
12/1/2022				
1/1/2023				

Capital Fund

Revenue Expected: \$250,000

Expense Expected: \$250,000

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	\$ -	\$ -	\$ 533,466.61
4/1/2022	\$ 533,466.61	\$ -	\$ -	\$ 533,466.61
5/1/2022	\$ 533,466.61			

6/1/2022	\$	-
7/1/2022	\$	-
8/1/2022	\$	-
9/1/2022	\$	-
10/1/2022	\$	-
11/1/2022	\$	-
12/1/2022	\$	-
1/1/2023	\$	-

**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			
6/1/2022	\$ -			
7/1/2022	\$ -			
8/1/2022	\$ -			
9/1/2022	\$ -			
10/1/2022	\$ -			
11/1/2022	\$ -			
12/1/2022	\$ -			
1/1/2023	\$ -			

**Meyer
Date**

Date	Beginning	Plus Received	Minus Expense	Equals Ending
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			
6/1/2022	\$ -			
7/1/2022	\$ -			
8/1/2022	\$ -			
9/1/2022	\$ -			

10/1/2022	\$	-
11/1/2022	\$	-
12/1/2022	\$	-
1/1/2023	\$	-

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			
6/1/2022	\$ -			
7/1/2022	\$ -			
8/1/2022	\$ -			
9/1/2022	\$ -			
10/1/2022	\$ -			
11/1/2022	\$ -			
12/1/2022	\$ -			
1/1/2023	\$ -			

Total	Beginning	Plus Received	Minus Expense	Balance Sheet at 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	\$ 198,431.40	\$ 380,859.61	\$ - \$ 1,540,332.50
4/1/2022	\$ 1,540,332.50	\$ 218,692.24	\$ 331,987.54	\$ - \$ 1,427,037.20
5/1/2022	\$ 1,427,037.20			
6/1/2022				
7/1/2022				
8/1/2022				
9/1/2022				
10/1/2022				
11/1/2022				
12/1/2022				
1/1/2023				

Library Operating Revenue

Fund	Budgeted	Projected	Difference
Real Estate Taxes	\$ 2,842,000	\$ 2,842,000	\$ -
PPRT	\$ 530,722	\$ 1,412,189	\$ 881,467
State Grants or other	\$ 104,020	\$ 104,020	\$ -
Other Grants	\$ 75,000	\$ 51,713	\$ (23,287)
PILOT	\$ 561,120	\$ 561,120	\$ -
Fines	\$ 4,500	\$ 8,844	\$ 4,344
Non-Resident Fee	\$ 150	\$ -	\$ (150)
Lost or Damaged Items	\$ 4,000	\$ 4,497	\$ 497
Copies/Miscellaneous	\$ 11,000	\$ 11,561	\$ 561
Meeting Room Fees	\$ 1,000	\$ 1,680.00	\$ 680
Interest Income	\$ -	\$ 11	\$ 11
Investment Income	\$ 1,000	\$ 501	\$ (499)
Sale of Property	\$ -	\$ -	\$ -
Sublease	\$ -	\$ 1,500	\$ 1,500
Miscellaneous Income	\$ 50	\$ -	\$ (50)
Totals	\$ 4,134,562	\$ 4,999,636	\$ 865,074

Expenditures

Fund	Budgeted	Projected	Difference
Salaries	\$ 1,644,156	\$ 1,582,149	\$ 62,007
Overtime	\$ -	\$ -	\$ -
IMRF	\$ 159,403	\$ 141,551	\$ 17,852
FICA/Medicare	\$ 126,958	\$ 119,729	\$ 7,229
Life insurance	\$ 3,045	\$ 2,408	\$ 637
Medical insurance	\$ 565,500	\$ 677,067	\$ (111,567)
Service recognition	\$ 15,430	\$ 15,430	\$ -
Total Personnel	\$ 2,514,492	\$ 2,538,334	\$ (23,842)
Fund	Budgeted		
Unemployment insurance	\$ 1,056	\$ 1,056	\$ -
Advertising	\$ 500	\$ 898	\$ (398)
Printing/binding	\$ -	\$ 0	\$ -
Service to maintain Building	\$ -	\$ 0	\$ -
Service to Office Equipment	\$ 27,000	\$ 19,310	\$ 7,690
IT Services	\$ 36,684	\$ 36,684	\$ -
Telephone	\$ 27,000	\$ 24,729	\$ 2,271
Banking Service Charges	\$ 150	\$ 94	\$ 56
Conferences/Travel/Continuing Ed	\$ 20,000	\$ 4,916	\$ 15,084
General Fund	\$ 108,864	\$ 108,864	\$ -
Postage	\$ 5,000	\$ 4,454	\$ 546
Computer Software	\$ 50,000	\$ 34,646	\$ 15,354
Travel Interview Expense	\$ -	\$ 35	\$ (35)

Temp Agency Services	\$ 500	\$ -	\$ 500
Tuition Reimbursement	\$ 4,000	\$ 4,000	\$ -
Professional Services	\$ 102,000	\$ 87,227	\$ 14,773
Membership Fees	\$ 50,000	\$ 57,000	\$ (7,000)
Materials for Buildings	\$ 150	0	\$ 150
Per Capita Grant	\$ 104,020	\$ 104,020	\$ -
Other Grant	\$ 75,000	\$ 53,469	\$ 21,531
Office Supplies	\$ 40,000	\$ 23,956	\$ 16,044
Risk Management	\$ 95,724	\$ 95,724	\$ -
Small Capital	\$ 45,000	\$ 12,146	\$ 32,854
Rent	\$ 589,583	\$ 589,583	\$ -
Books & Other Materials	\$ 245,000	\$ 245,000	\$ -
Lost or Damaged	\$ 2,500	\$ 765	\$ 1,735
Total operating	\$ 1,629,731	\$ 1,508,576	\$ 121,155
Total expense	\$ 4,144,223	\$ 4,046,910	\$ 97,313
Surplus (deficit)	\$ (9,661.00)	\$ 952,725.98	\$ (962,387)

Delivering World-class Security Solutions

A Security Program Solution For
Decatur Public Library



Presented by:

Securitas Security Services USA, Inc.

Contact:

Becky Wilburn

Business Development Manager

Securitas USA Midwest Area

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May 4, 2022
Attn: Rick Meyer, City Librarian
Decatur Public Library
130 N. Franklin Street
Decatur, IL 62523

Re: Security Service Proposal for Decatur Public Library

Dear Rick:

Thank you for reaching out to Securitas for your security needs. It was great speaking with you by phone and we are honored to provide a security proposal for the Decatur Public Library. We are excited about this opportunity and look forward to earning your business. We are proud of our long-standing presence throughout Central Illinois and feel confident that the enclosed proposal will demonstrate our value approach and capabilities. We appreciate this potential opportunity to provide you with Best in Class service.

Management Approach – While Securitas USA employs over 90,000 security officers nationwide, we are proud of our flat business model, called Protective Services Structure (PSS). This business model brings our local District Managers closer to their security officers and clients, providing increased support and accountability. Each District Manager operates a smaller portfolio, supporting 20-25 client relationships, in order to directly oversee their officers and their client's security programs.

Local Resources: Throughout Central & Southern Illinois, Securitas USA operates four convenient office locations in Champaign, Bloomington, Fairview Heights and Springfield. We employ over 500 security officers out of these branch offices to ensure adequate staff coverage for your site. In support of your security program, the Springfield team consists of 1 District Managers, an HR Manager, Recruiter, a Flex Team, and our Area Vice President who oversees the entire Midwest Area.

Experience – We provide a variety of Security Solutions to a number of businesses in Springfield and the surrounding areas, such as: Wells Fargo, Bunn-O-Matic, Mueller Co. and others. We'd be happy to provide references upon request.

Technology – We will equip this site with MySecuritas. Decatur Public Library and Securitas management team members will have instant, 24/7 electronic access to any activity/incident reports, staffing schedule, post orders, officer training curriculum plus, invoicing information along with much more. SecuritasVision is a secure and scalable Web-based application that helps us bring innovation, accountability and efficiency to your facility. It can be deployed at a single property or across your entire organization, and combines incident management, tour verification, task scheduling, asset tracking, and incident alert notification into one easy-to-use application to help enhance your security program. SecuritasVision saves time and confirms compliance of your security operations, policies, procedures and best practices, as well as improving communication and information sharing.

Integrated Guarding Solutions – We continually strive for methods to meet each client's unique security requirements while keeping the client's business goals and budget in mind. We are dedicated to using our resources and experience to create security solutions that address the rising costs of the security profession. The solution is Integrated Guarding, which can combine all three or any combination of our guarding services — **On-site, Mobile and Remote** — to provide a comprehensive, cutting-edge security program.

Training – Securitas USA provides each security officer with a clear training path. Our approach is based on three key perspectives. First, certain principles and techniques, such as those dealing with observation, safety, reporting, interpersonal relations and Securitas USA policies, are the same regardless, of where the person is assigned. Secondly, individual clients such as Decatur Public Library may have unique situations that require additional specialized training. Therefore, we provide both general and client-specific training. Third, we meet the need for meaningful ongoing professional development to keep skills sharp through a number of innovative programs, which will continue to be developed into a site-specific curriculum by your Securitas District Manager, Ken Hollis.

Thank you again for this opportunity to provide this proposal to Decatur Public Library for the ultimate, professional security experience. Please contact me if you have any questions or require further information. I look forward to speaking with you soon.

Sincerely,

Becky Wilburn

Becky Wilburn, Business Development Manager
Securitas Security Services, USA
Becky.wilburn@securitasinc.com



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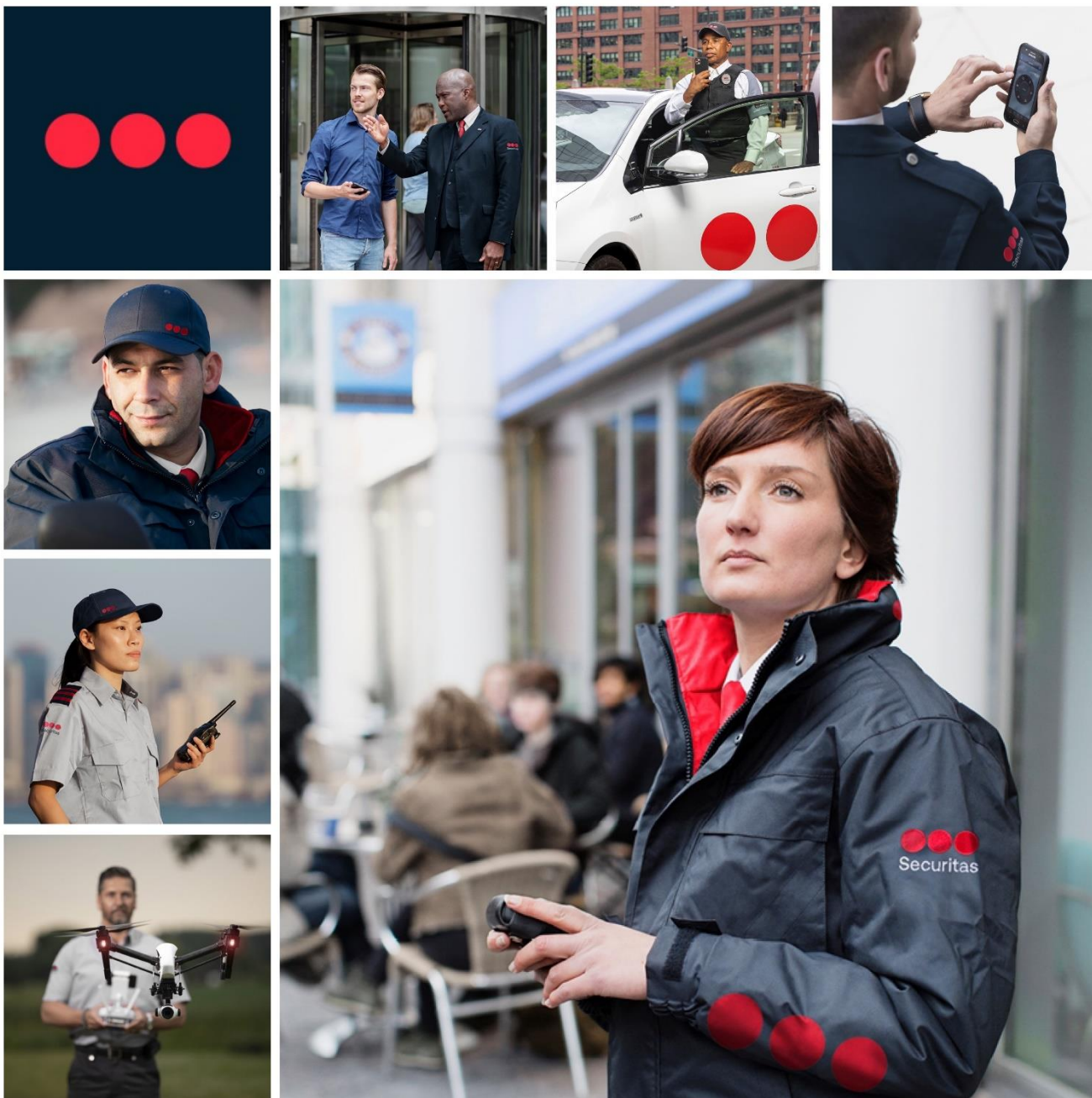
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Confidentiality Statement

This entire proposal is considered confidential information by Securitas Security Services USA, Inc. and may not be distributed, in whole or in part, to any person, firm or corporation outside of Decatur Public Library. In addition, this proposal may be distributed only to those employees or affiliates within Decatur Public Library who have direct responsibility for the proposal/decision-making process.





Company Overview



Company Overview

Securitas is the industry leader in Protective Services with approximately 90,000 employees in the U.S. and 355,000 worldwide. As a locally focused organization, Securitas USA has over 400 branch offices across the U.S. Each Securitas District Manager offers the locally focused commitment of a small business owner, with P&L responsibility for his/her local operations.

Global Revenue	over \$12.9 Billion (2021)
Worldwide Employees.....	355,000
Number of Countries	47
U.S. Revenue.....	\$4 Billion (2021)
U.S. Employees	90,000+
U.S. Local District Managers	550+

Value-Added Security Solutions

Our goal is to be your long-term strategic partner. We are more than a traditional guarding company. Through our affiliated companies and specialty divisions, we can offer you a broader range of security solutions that will add value to Decatur Public Library.

Local Presence:

Securitas has more than 400 branch offices strategically located throughout the United States. The highly experienced, locally dedicated Securitas Management Team assigned to service Decatur Public Library will work to develop meaningful partnerships with your management team through responsiveness and timely communication.

ONE Securitas:

Securitas is committed to delivering the same quality service for our clients across all markets we serve. We continuously strive for consistency and are ONE Securitas, driven as a united force by our global purpose of “Helping make your world a safer place.” One of our most recent initiatives, implementing a global communications platform, has further improved collaboration.

Innovation:

Over the past decade, the security industry has undergone a major transformation, the most exciting change it has ever faced. Securitas is at the forefront of this journey thanks to our persistent and continuous investments in integrated security solutions.

Since 2011, Securitas has invested in the future to become what we are today: the leading security solutions and electronic security company – as market leader in the US and most countries in Europe, with a strong presence in Latin America and a significant footprint in the AMEA region (Africa, the Middle East, Asia and Australia). We have made major investments in technology resources, hired thousands of engineers and technical support experts, integrated acquisitions and made substantial investments in equipment installations at our customers’ sites.

Securitas incorporates a proactive management approach bringing together advanced technology and people to create a higher level of value and return on investment. We focus on elevating service, safety and security for all employees, visitors, and assets associated with our clients.

Data-Driven Intelligent Services

Data-driven innovation is taking us into the next phase of our strategy; we are moving from reactive security to predictive security. The foundation for predictive security comes from digitization, which is enabling us to gather large amounts of data from incident reports, camera feeds, sensors and access control. Combining this information with data from external sources, such as crime statistics, provides advanced analytics that can help us predict criminal activities and stop them before they happen. We are investing in capturing, analyzing and responding to this data, which will further enhance client value and increase operational efficiencies.



Integrated Guarding:

Securitas is committed to employing a full range of services leveraging technology to enhance each officer's effectiveness. Instead of employing more officers, we can utilize the tools to make each officer more effective. This, in turn, will allow us to both stabilize our labor force and offer health care benefits to all the full-time officers we employ, which means we will continue to attract the best officers in our profession while maintaining full compliance with the Affordable Care Act. As a global industry leader, we have firsthand experience with worldwide security trends and have developed protocols for a variety of scenarios. A company of our size offers a comprehensive approach — we can provide both the officers and the technology for a complete and flexible security plan to meet all of your security requirements.

Investing in Our People:

It starts with our people. Our security officers remain the backbone of the services we provide. They face a more challenging security environment than ever before. Our business depends on being able to attract and retain people with the right skillset and values, to meet future demands. That is why fair wages, human rights and good working conditions play an important role in our approach. We aim to take care of our people – ensure that they are paid fairly, protected from harm and that they can live up to their full potential. Increasingly, we see this as our competitive edge.

Securitas' most valuable assets are our more than 90,000 employees in the United States, it is our aim to be the employer of choice. In an industry with a high employee turnover rate in some countries, we see that ensuring a good working environment and providing fair wages gives us access to the best and most engaged talent in the sector. It is important that we attract people who reflect our values and that we empower them to deliver on our evolving security offering.

We are a member of the 100,000 Jobs Mission, an organization committed to assist veterans reentering the workforce. Since our becoming a member we have hired approximately 40,000 veterans.

Six Pillars of Protective Services and Integrated Guarding

Our goal is to drive efficiencies and offer leading edge solutions. Our Protective Services include On-site Guarding, Mobile Guarding, Remote Guarding, Electronic Security, Fire & Safety, and Corporate Risk Management.

Integrated Guarding

We continually strive for methods to meet each client's unique needs while keeping the client's goals in mind. We are dedicated to using our resources and experience to create security solutions that address the rising costs of security. Often, the solution is Integrated Guarding, combining On-site, Mobile and Remote Guarding along with Electronic Security to provide a comprehensive, effective security program.

On-site Guarding

Our On-site Guarding offers the people, technology and knowledge needed to enhance your security. As a client-focused organization, Securitas USA thoroughly screens and trains our officers to provide a level of service that directly responds to client expectations. We strive to provide officers who are focused, committed and knowledgeable to secure your organization. Our supervisors and managers not only support these officers but work to help your security program consistently meet its goals.

Core Services Include:

- Patrol and Inspection Services
- Alarm and Emergency Response
- Reception/Concierge
- Console Operations
- Special Event Security
- Safety Equipment Checks
- Employee and Visitor Badging and Identification Services



- Transportation and Parking Coordination Services
- Customized and Site-Specific Security Tasks

Mobile Guarding

With the largest footprint in North America, Securitas Mobile Guarding provides both a proactive deterrent to theft and rapid response to incidents. Using clearly marked Securitas vehicles, our Mobile officers can quickly inspect your site at various times. When not at your site, our officers continue patrolling a defined geographic area, ready to be quickly dispatched to respond to alarms or other emergencies.

Services Include:

- Mobile Patrol
- Alarm Response
- Facility Access Control
- Emergency Safety Escorts
- Duress Signal Response
- Ethical Transient Interdiction
- Facility Opening and Closing
- Employee Safety Escorts
- First Line Maintenance Services
- Fire Watch

Remote Guarding

Securitas Remote Guarding acts on incidents in real-time and can deter trouble before it happens. Our combination of smart technology and security expertise creates unprecedented efficiency to help protect your facility 24/7. Real-time security programs are achieved when video cameras, video analytics, monitoring centers and security officers work together as one force. Potential threats are spotted by cameras and automatically analyzed based on predefined criteria. We continually identify areas for creating efficiencies both in preventing incidents and lowering resource demand.

Services Include:

- Alarm Verification
- Remote Escort
- Remote Patrol
- Remote Entry/Exit Management
- Remote Perimeter Protection

Electronic Security

Our industry-recognized, award-winning monitoring services, coupled with our highly skilled systems integration capabilities, provide clients with the ease, operational efficiencies, and peace of mind that come with trusting Securitas Electronic Security (SES) and our seven decades of experience.

Core services Include:

- Video Solutions
- Access Solutions
- Intrusion Solutions
- Fire Detection Solutions
- Security Monitoring
- System Maintenance

Fire & Safety

Many industries are prone to fire hazards. In response, Securitas has developed a specialized group of highly trained personnel to expertly fight fires, handle hazardous material scenarios, and provide related safety services. These specialized services



include EMT and fire and life safety consulting which can be provided in conjunction with other Securitas services or directly based on client needs. Partnering with Securitas Critical Infrastructure Services (SCIS), a division of Securitas, we bring you experience in assessing your facility and possible scenarios to find cost-effective ways to enhance the overall fire service program.

Core Services include:

- Fire Inspections
- Fire Suppression
- Arson Investigations
- Fire Prevention and Response Assessment
- Emergency Response
- Rescue Operations
- Emergency Plan Development
- Hazardous Materials Service Capabilities

Corporate Risk Management

Our Pinkerton division utilizes an Applied Risk Science approach using technology such as Artificial Intelligence to provide companies with a comprehensive perspective for risk management and forecasting. The global team of advanced security professionals offers a full range of comprehensive services including data-driven risk management planning, investigations, executive protection, employment screening and protective intelligence. With employees and offices worldwide, Pinkerton maintains an unmatched reputation for protecting clients and their assets.

Core Services Include:

- Risk Advisory Services
- Security risk Management
- Corporate Investigations
- Executive Protection
- Threat Response Services
- Protective Intelligence

Employees

Selection and Hiring

Recruiting sources include Securitas Talent Network (<https://www.securitasjobs.com/>), Securitas' Company web page (www.securitasinc.com), various job boards (Indeed, LinkedIn, CareerBuilder, Monster, Security Careers, etc.), Americas Job Exchange, local newspapers, college campus placement centers, state employment commissions/development departments, veterans' groups, senior organizations, city and county social service agencies, private industry councils, JTPA programs, vocational centers, military and law enforcement organizations, job fairs, and employee referrals.

Minimum Hiring Standards:

- At least 18 years of age
- Reliable means of communication and transportation
- Legal right to work in the United States
- Ability to effectively speak, read and write English
- High school diploma or GED
- Willingness to participate in the company's stringent pre-employment screening process
- Ability to qualify for and obtain a state security officer license, where applicable

Hiring Process:

1. Comprehensive job application



2. Initial interview
3. Drug screening
4. Background verification
5. Assignment/scheduling meeting
6. Site interview with client (client can accept/decline candidates chosen for site)
7. Security officer introduction/questionnaire/exam
8. Work verification

In addition to the process outlined above, Securitas offers a unique tool specifically designed to aid in our hiring decisions. The Securitas Employment Assessment Tool (SEAT), required for all security officer candidates, is comprised of custom content questions designed to assess an applicant's abilities and readiness to perform the functions of a security officer. The questions were developed by Securitas subject matter experts to describe real life situations that officers will encounter on the job. This helps us to ensure we're hiring the best candidates for these important officer roles.

Benefits/Incentive Plans

Our SecuritasCommitment program offers personal and professional wellness for our employees through our Enhanced Benefits. These initiatives and proven resources underscore our dedication to attracting the best candidates, and to developing and retaining the best employees. These include

- Affordable Care Act compliant plans
- Dental plans
- Vision care
- 401(k) savings plan
- Life and accident insurance
- Voluntary supplemental life insurance
- Employee assistance program
- Local services—discount programs
- Holiday pay
- Paid vacations
- Free uniforms
- Weekly direct deposit
- Scholarship Programs
- Awards and recognition programs

Personal Wellbeing and Professional Growth

Having opportunities to grow professionally and personally is very important to our employees. It is also important to Securitas, which is why we have invested in several new programs and resources to further support our employees' development and well-being. These programs cover: Healthy Lifestyle, Personal Wellbeing, and Professional Growth. These initiatives also emphasize Securitas' commitment to our clients to attract the best candidates, and to develop and retain the best employees. These proven programs, tools and resources cover a broad spectrum of needs and opportunities that are available to all Securitas employees. Overviews of these programs are provided below:

Healthy Lifestyle: A science-backed health and weight management program. This service will help employees to take charge of their weight and reduce their risk for diabetes and other health conditions. Employees will find personalized support and easy-to-access tools and resources to build healthy, lasting habits. Every participant will receive a free welcome packet that includes a wireless scale, pedometer and exercise bands.

A Diabetes Management Program. This service will help employees living with diabetes to better manage and improve their condition and save money. Participants will receive a complimentary cellular glucometer, unlimited lancets and test strips delivered to their door.

Personal Wellbeing: Life Matters is our new, enhanced Employee Assistance Program. It offers employees and their families professional support to deal with an array of life's difficult challenges. These include marital and family issues, relationship difficulties, death or loss, personal crises, health concerns or even choosing a college for their child.



Life Insurance is an important part of employees' well-being — now and in the event of their death. To help provide more peace of mind to our employees' loved ones, Securitas has doubled our employees' life insurance benefits.

Financial Wellness gives employees access to the nationally known SmartDollar program. Using motivational content, interactive tools and expert advice, SmartDollar will help them get out of debt (if needed), save for retirement and reach future financial goals.

LEAD Program: Securitas has recently partnered with Purdue University to develop four Security Certificate Programs and an Employee Education Benefit. This initiative is called LEAD and stands for Leadership, Education and Development. Officers are nominated for enrollment into this program where Securitas is providing its security officers scholarships that will pay a minimum of 90 percent of tuition for these certificate courses, which can then be applied toward select Purdue Global degrees. The partnership, facilitated by Kaplan Higher Education as part of its operational support role to Purdue Global, also establishes an educational benefit to help officers earn associate's or bachelor's degrees from Purdue Global. Securitas will provide up to 1,000 scholarships each year for eligible high-performing officers in the U.S. selected through a competitive process.

Promotion Opportunities: All officers who take advantage of additional training programs become eligible for growth opportunities. More than 75% of our managers including, our CEO, progressed through the ranks of Securitas as part of our drive to retain talent and develop our people. This also represents effective succession planning to ensure that vacancies can be quickly filled.

Account Management

District Manager

The district manager actively manages all client sites in his/her area. The district manager facilitates decisions to meet the needs of Decatur Public Library. The district manager meets regularly with the client contact at Decatur Public Library to evaluate service levels and implement and refine our ongoing service plan.

Some of the responsibilities of our district managers include:

Client visits - A Securitas district manager schedules regular visits with Decatur Public Library to ensure contract compliance and satisfaction with our service.

On-site training - The district manager conducts both on-site and follow-up training in all basic and advanced security subjects as necessary.

Maintaining contact - District managers meet as necessary with client representatives to assist in performing the duties of our regular and special post orders.

Site development - District managers supervise, monitor and respond to security officers' requests for assistance, support and development. It is the responsibility of every district manager to strive to see that the security officers working at Decatur Public Library have the skill sets, training, equipment, supplies and support necessary to fulfill their security responsibilities.

The back-office support resources consist of talent acquisition for high level roles, human resources, training as well as quality assurance for the transition/implementation and ongoing contract compliance.

District Managers have three or more years of experience in a field related to the security industry, business management, or an equivalent combination of education and experience. Securitas prides itself on building client focused leaders. To that end, District Managers take part in ongoing security management training via the Learning Management System designed to not just certify them as security experts, but to provide refresher training and keep them current on industry trends and security best practices. The core Securitas Security Management curriculum is built to mirror the ASIS PSP and CPP certification programs, and many of our staff use them to prepare to get their board certifications from ASIS. Additionally, our District Managers have access to and are encouraged to utilize our Management Training and Engagement Center (M-TEC) located in Charlotte, NC. It is at the M-TEC where our District Managers connect with our purpose and further prepare themselves for service excellence and industry leadership.



District offices comprise of a support team that includes but is not limited to a Human Resource Manager, Field Supervisor, Training Manager and Scheduling Manager. This team's role is to provide back office support to our officers as well as our clients and ensure that satisfaction levels are maintained in the area of their responsibility.

To help the District Managers and support teams accomplish their goal of officer and client satisfaction, Securitas is undergoing a significant change to our back-office infrastructure, systems, and processes. This will allow our Company to be able to leverage modern, integrated, and standardized systems to allow for a better customer and employee experience. "Project Freedom" includes a transformation of many of our current systems to include:

- Finance
- Workforce management
- Business intelligence and reporting
- Recruiting
- HCM – Core
- Training
- Support and additional customization

Overall, this initiative will create a better customer experience for Decatur Public Library, our managers, and officers. As it relates to Decatur Public Library this transformation will provide better and faster customer service from our managers with greatly increased speed at which they can access information. This also provides our managers relief from time consuming administrative processes, formally manual processes, and allows them to be client centric and proactive in their approach to security management. Our managers will be operating with automated processes that will allow increased speed related to scheduling, hiring, training, and contract and legal compliance. The utilization of business intelligence for reporting will provide faster access to information, research, and resolution of tasks and duties.

Our employees will now have direct access to their information and the ability to edit and makes changes online and through a mobile application. This will enable Securitas to provide a seamless and modern experience to employees who will utilize the system every day. This enables the employees to own their relative personal data set and automates the collection process and improves HR data set timelines.

Our new recruiting program is a powerful and dynamic recruiting platform that leverages cloud technology to optimize mobile capabilities. It will be a dynamic product that will take quarterly updates to grow and refine functionality and evolve the capabilities in accordance to demands of the present and future hiring marketplace; this will provide a much smoother experience for our applicants in a very competitive market.

In short, Decatur Public Library will be a very high-profile, high-visibility client for Securitas USA. Significant top-down commitment will be made to ensure outstanding service and client satisfaction levels at your site.

Transition Plan

Transitions, regardless of scope, pose a variety of challenges. Identifying these challenges makes overcoming them a matter of process. Securitas has successfully executed transitions throughout the world at levels that are truly remarkable. To continuously improve our transition process, "best practices" and "lessons learned" are communicated to all levels of management to provide timely implementation.

Most new Securitas clients already have incumbent security personnel with whom the account transition team works with to ensure a successful change in service providers. We understand it is the face-to-face interactions, the relationships that are so very important during transitions. We work to provide confidence and assurance to all those involved.



Securitas managers are experts in transitions. In 2021, they transitioned nearly \$500 million in services from in-house private security and other contract security providers using our **Excellence in Service** process (Transition references are available upon request). This was accomplished without any major issues or disruption to our client's operations.

Securitas is aware of the negative impact an inadequately designed and implemented transition can have on the continuity of operations of a client. Our team and our proven processes will help to provide a seamless transition at each facility.

The transition plan is followed up by an implementation plan which accounts for the first 60 days following contract and service inception. Detailed transition schedule with timelines and action plans.

Training & Professional Growth

Basic training for officers includes:

- Level 1: Introduction to Security
- Level 2: Career Development, Site-specific Training and Advanced Certification Training (ACT)
- Level 3: Specialized Training
- Continuous e-Learning and the Securitas Online Academy
- Ongoing professional development
- Annual refresher training
- Specialized training programs per industry/market
- Supervisor training

To provide our clients with the finest service available, we have developed our Excellence in Service program to train, motivate and empower every security officer. Our quarterly magazine anchors the program with valuable information about officers' experiences and concrete training topics that supervisors and officers discuss on a regular basis. Exceptional officers are recognized to highlight the training and/or client service topic being emphasized.

In addition to trainings, our SecuritasCommitment includes the Securitas Learning, Education and Development (LEAD) program which offers tuition subsidization for associate's and bachelor's degrees as well as four exclusive online security certificates through Purdue Global University.

Tools

SecuritasVision and MySecuritas

Securitas Vision is a Guard Tool which is developed to provide complete control over your field operations. This tool enables greater visibility and efficiency which is carried out by a streamlined and optimized organizational process. There is no longer a need for paper sign in sheets that could be easily altered or manipulated. SecuritasVision has everything digitized in real time.

The Primary Functions of SecuritasVision Include:

- Post Confirmations
- Daily Activity Reporting
- Patrol Tours and Auditing
- Post Order Distribution and Acknowledgement
- Incident Reporting and Analytics
- Realtime reporting and incident notification

When SecuritasVision is deployed at one or more of your sites, Decatur Public Library will have access to MySecuritas. MySecuritas is a secure online client portal that gives instant access to critical facility information in real time. Decatur Public Library will have the capability to access this data 24/7.



Work Force Management (WFM)

Scheduling, payroll and billing information for your company is managed within our proprietary technology tool, Work Force Management (WFM).

- Electronic Time Keeping and Scheduling - Ensuring accuracy and confidence
- Seamless and proficient recordkeeping in the WFM system
- Enhanced Billing and Payments - Billing and payroll data integration empowered by Oracle

Orders Confirmation System

Securitas' Post Confirmation System is an electronic, proprietary officer check-in system that verifies posts are staffed.

National Communication Center

Securitas Security Services USA, Inc. has a state-of-the-art, National Communications Center (NCC) in Charlotte, NC. The NCC has been serving the needs of its branch offices and clients for over 25 years, operating 24 hours a day, 7 days a week. The Securitas National Communications Center provides service to clients located throughout the United States, Puerto Rico, and Canada.

Feedback

The Securitas Security Excellence, also known as the SSE, is the face of Securitas when it comes to Client Relationship Management. This program is the primary quality assurance program for our organization. All interactions with current and future clients are housed on this database. It promotes world-class service delivery by linking a standard service delivery method and tools to the service cycle for our clients. Securitas involves technology to organize, automate, and synchronize our Risk Assessment, client interaction, customer service, and actual service provided to our clients. The reason we utilize the SSE is to:

- One consistent platform
- Provide one face to our clients
- Use a common language across fields
- Comply with SAFETY ACT Designation
- Improve Client Retention

The Service Delivery History tool in the SSE allows us to keep a running record of all contact with our Clients. The SSE is the one place where every action, issue, and important fact about servicing our Clients, and building the relationship is recorded. Maintaining a communication tool that is easy to find and use is yet one more important step in providing World Class Service Delivery to our Clients. All members of the District team must be kept up to date on important events with our Clients and the SSE assists with achieving this objective.

We document the various stages of the Securitas Client relationship, to ensure the District Manager servicing our Clients are organized and stay on task with Client timelines, policies and procedures. Our District Managers need a way to track what our Clients value and desire from Securitas and the SSE provides this. We strive to deliver consistent and reliable service, quick response by management and individualized attention to each client's needs. The core of Securitas Service Excellence and a roadmap are needed to build a successful Client Relationship. The elements of the SSE include:

- Client Service Plan: The primary tool used to measure and monitor client security goals.
- Service Enhancement Plan: A plan used to implement and monitor improvement actions.
- Service Delivery History: Documentation of meetings/communications between client and Securitas management.

Client Service Review: Our monthly 'report card.' Clients help rate and define a variety of performance categories to help ensure we consistently meet or exceed expectations.



Tools & Technology



Tools

SecuritasVision and MySecuritas

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The Primary Functions of SecuritasVision Include:

1. Post Confirmations
2. Daily Activity Reporting
3. Patrol Tours and Auditing
4. Post Order Distribution and Acknowledgement
5. Incident Reporting and Analytics
6. Realtime reporting and incident notification

When SecuritasVision is deployed at one or more of your sites, Decatur Public Library will have access to the MySecuritas. MySecuritas is a secure online client portal that gives instant access to critical facility information in real time. Decatur Public Library will have the capability to access this data 24/7.

Workforce Management (WFM)

WFM gathers data from all district locations, uploads weekly and generates all payroll, billing, accounts receivable, accounts payable and financial records.

Post Orders Confirmation System

Securitas' Post Confirmation System is an electronic, proprietary officer check-in system that verifies posts are staffed.

National Communication Center

Securitas Security Services USA, Inc. has a state-of-the-art, National Communications Center (NCC) in Charlotte, NC. The NCC has been serving the needs of its branch offices and clients for over 25 years, operating 24 hours a day, 7 days a week. The Securitas National Communications Center provides service to clients located throughout the United States, Puerto Rico, and Canada.



Guard Management Tools

Securitas is committed to empowering our clients with the knowledge they need to be secure. Securitas managers will work with you to help customize a security solution by utilizing a combination of technology tools to give your facility a modern security program.

MySecuritas (Client Portal)

Through MySecuritas, you can have full visibility and control over your security program. MySecuritas is your window to view your site's security, at any time of the day or night.

- **People:** Access schedule visibility, letting you see at a glance the officers who are scheduled to be on duty.
- **Procedures:** Gain real-time access to post orders, incident tracking, tour information and more.
- **Tools:** Unlock remote access to the technology utilized at your site.
- **Training:** Monitor officer training details and progress.
- **Feedback:** Monitor ongoing performance against Service Plan goals and defined KPIs.

Key Benefits of MySecuritas

- Easily customizable and scalable features.
- Real-time data collection, analysis, trends and metrics capabilities allow for continuous performance improvement.
- An eco-friendly solution that eliminates the need for paper.
- Customized smart-tours with reliable NFC token technology.
- Detailed reports and statistics to help mitigate risk through incident and trend analysis.
- Alert notifications when tours are late and smart monitoring around the clock.
- Officer training details: monitor officers' progress through the curriculum, including training program status.
- Information is encrypted and secure.

SecuritasVision (Officer Software)

SecuritasVision is a secure and scalable web-based application that helps us bring innovation, accountability and efficiency to your facility. It can be deployed at a single property or across your entire organization.

Incident reports, daily activity reports and maintenance order requests can be immediately directed to appropriate departments. Pass-down information, changes to post orders and daily duties can be tracked easily to document security. Additionally, a security officer can easily take images to include with the Incident Report. With the smartphone, the officer can quickly make emergency phone calls to contact the police or fire department for emergency assistance.

SecuritasVision saves time and confirms compliance of your security operations, policies and best practices, as well as improving communication and information sharing.

Smart Tours

Smart tours allows officers to gather information about your facility and record relevant information on items important to you, such as room temperature, unlocked doors, and slip and fall hazards. Officers have instant access to their post orders. In the event they discover an unexpected issue, our officers are able to provide you with any requested data at multiple points across





your facility, e.g., burned out light, required doors secured, etc.

The smartphone connects via wireless service to send text messages or email to all interested parties when an event is recorded. This means instant communication is provided to supervisors, managers, maintenance or others who need to be informed about a particular event. If more detail is needed, a full report can be viewed on MySecuritas.

GPS and Asset Tracking

GPS tracking for officer location, device tracking, GEO-fencing and incident location reporting verifies officer location and tour completion. Using the Asset Tracking feature within the Vision system, your assets such as fire extinguishers are easily tracked and safety compliance is made easier.

Post Orders

Paper post orders are often difficult to update and manage. A dynamic security environment requires procedure updates and changes that are clear and immediate. By deploying SecuritasVision, updates to post orders are fast and easy. Most importantly, the post orders are readily available on the tablet.

Daily Activity Reports

Often times Daily or Shift Activity Reports go unnoticed. Since officers can document their daily and shift activities electronically, scheduled task/tour completion and incident reports are automatically entered as a line item when there is an active DAR. By using SecuritasVision, we can automatically gather important information from the DAR/SAR.

Key Benefits of SecuritasVision

- Incident and exception alerts via mobile text messages and/or email.
- A metric building engine that allows you and your District Manager to analyze trends and develop proactive procedures based on real data.
- Electronic incident and daily activity reporting in real-time.
- Customized smart-tours.
- Multi-site deployment.
- Consistent performance of security officers using uniform procedures.
- An efficient, user-friendly interface.
- Step-by-step guidance resulting in fewer mistakes, therefore reducing liability.
- GPS – officer location, device tracking, geo-fencing and incident location reporting.
- Encrypted and secure information.
- 24/7 client access to reports, images, Key Performance Indicators (KPIs) and critical information via MySecuritas.
- Asset Tracking – for inventory and safety compliance.

SecuritasVision and MySecuritas will provide your organization with cutting-edge technology and industry leading 24/7 support to enhance your existing security program. With its dynamic and immediate reporting, you can always stay up to date with the security of your operations.

Daily Activity Report



Employee: Karina Scott

Account: ABC Co West

Started on: 10/29/2019 12:10pm

Ended on: 10/29/2019 12:36pm



Time	Action	Details			
12:33pm 10/29/2019	#46352344 *Activity Log Entry ABC Co West	<p>Comments Security Officer Karina Scott on duty.</p> <p>Officer Signature</p> 			
12:34pm 10/29/2019	#46352398 *Incident Report ABC Co West	<p>Date 10/29/2019</p> <p>Time 07:00am</p> <p>Incident Location (area, apt number, et cetera) Parking Lot B-23</p> <p>Incident Type Gate Unlocked / Unsecured</p> <p>Narrative During a patrol, I noticed a cell phone was lying on the ground. I picked up the cell phone and noticed that the battery was fully depleted so I was unable to identify who it belongs too. Picked up the phone at placed it in the lost and found case.</p> <p>Officer's Signature</p> 			
12:35pm 10/29/2019	Checkpoint Scan ABC Co West	<p>Checkpoint Name: SB2 - Benefits Department Access Door</p> <p>Instructions: No (Exc)</p> <p>Extra Scan Option: Exception Verification - Yes/No Question. (No is an Exception)</p>			
12:36pm 10/29/2019	Checkpoint Scan Question	SB2 - Benefits Department Access Door Checklist			
12:36pm 10/29/2019	Is the door locked, closed and secured?	No			
12:36pm 10/29/2019	#46352424 Tour Exception ABC Co West	<table border="0"> <tr> <td>Checkpoint SB2 - Benefits Department Access Door</td> <td>Exception Question Is the door locked, closed and secured?</td> <td>Exception Answer no</td> </tr> </table> <p>Location SB2 \ Benefits Dept Northeast access door</p> <p>Category Facility - Door Check</p>	Checkpoint SB2 - Benefits Department Access Door	Exception Question Is the door locked, closed and secured?	Exception Answer no
Checkpoint SB2 - Benefits Department Access Door	Exception Question Is the door locked, closed and secured?	Exception Answer no			
12:36pm 10/29/2019	Checkpoint Scan ABC Co West	<p>Checkpoint Name: Building 1 / First Floor / Shipping Room</p> <p>Instructions: No (exc)</p> <p>Extra Scan Option: Exception Verification - Yes/No Question. (No is an Exception)</p>			
12:36pm 10/29/2019	Checkpoint Scan Question	Building 1 / First Floor / Shipping Room Checklist			
12:36pm 10/29/2019	Is the door locked?	Yes			



Securitas Security Services, Inc.
 9 Campus Drive
 Parsippany NJ 07054
 United States



ABC Co East
 9 Campus Drive
 Parsippany NJ
 07054
 United States

*Incident Report	
Report #	43099938
Report Date	09/05/2019
Report Time	12:31pm EDT
Created By	Ashley Gomez #N/A
Position	Patrol Officer
Client	ABC Co East

Information

Incident Type	Water Leak
Other Incident Type:	
Date	09/05/2019
Time	12:26pm EDT
Incident Location (area, apt number, et cetera)	2 FI \ Breakroom \ Closet Door
Which Supervisor was Notified	Samantha Green
Which Property Manager was Notified	Tim Baker
Police Involved	No
EMS Involved	No
Fire Involved	No
Arrest Made	No
Narrative	While on patrol I noticed a water leak in the second floor break room. Maintenance has been notified and the area has been sectioned off.
Photo 1	
Officer's Signature	



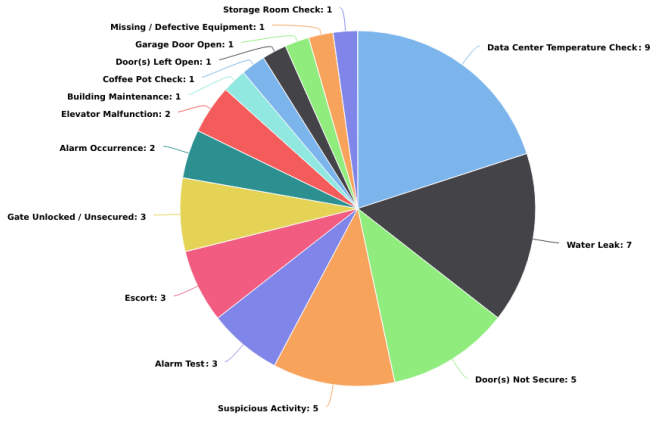
ABC Co. East Incident Analysis
Severity Level 1,2,3 (09/01/2019 - 09/30/2019)

Incident Count Charts

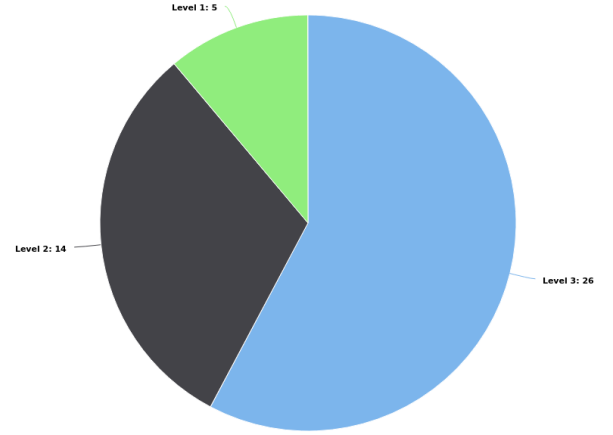
Count of incident reports grouped by multiple dimensions to better assess security needs



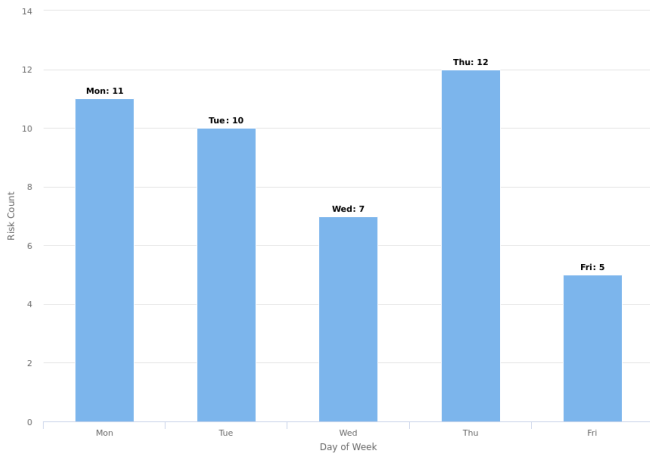
Incident Category



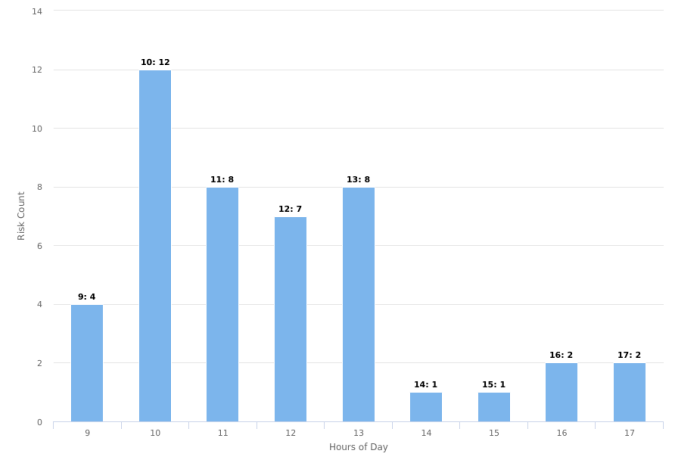
Incident Severity Level(1 - 5)



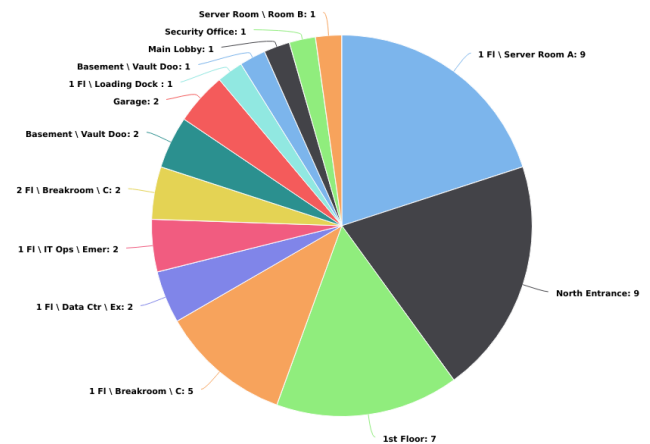
Day of Week



Hours of Day



On - site Location



Incident Category by Day Heat Table

Total count of incidents reported by days of the week



Incident Category	Mon	Tue	Wed	Thu	Fri	Total
Alarm Occurrence	1			1		2
Alarm Test				2	1	3
Building Maintenance	1					1
Coffee Pot Check			1			1
Data Center Temperature Check	2	2	2	2	1	9
Door(s) Left Open		1				1
Door(s) Not Secure	1	3		1		5
Elevator Malfunction	1				1	2
Escort	1		1	1		3
Garage Door Open		1				1
Gate Unlocked / Unsecured	2			1		3
Missing / Defective Equipment				1		1
Storage Room Check	1					1
Suspicious Activity		1	1	1	2	5
Water Leak	1	2	2	2		7
Total	11	10	7	12	5	45

Location Statistics Heat Table



Count of incidents reported by day of the week, organized by location of occurrence. Increased quantities signified by darker shade of red highlights.

On - site Location	Mon	Tue	Wed	Thu	Fri	Total
1 FI \ Breakroom \ C	2	1	1	1		5
1 FI \ Data Ctr \ Ex		1	1			2
1 FI \ IT Ops \ Emer	1	1				2
1 FI \ Loading Dock		1				1
1 FI \ Server Room A	2	2	2	2	1	9
1st Floor	2		1	3	1	7
2 FI \ Breakroom \ C	1			1		2
Basement \ Vault Doo		2		1		3
Garage	1	1				2
Main Lobby					1	1
North Entrance	2	1	1	3	2	9
Security Office				1		1
Server Room \ Room B			1			1
Total	11	10	7	12	5	45



Your Investment



Investment Proposal for Decatur Public Library

40 hour per week – 5 days

Position	Wage Rate Per Hour	Bill Rate Per Hour	Overtime/Holiday Rate
Security officer (40 hpw)	\$18.00	\$29.56	\$44.34

All estimated costs are based on 40 hours of security service each week. One officer, 5 days a week, 8 hours per day. Shift Schedule TBD.

Estimated Weekly Cost: \$1,183

Estimated Monthly Cost: \$5,124

Estimated Annual Cost: \$61,492

48 hour per week – 6 days

Position	Wage Rate Per Hour	Bill Rate Per Hour	Overtime/Holiday Rate
Security officer (48 hpw)	\$18.00	\$29.56	\$44.34

All estimated costs are based on 48 hours of security service each week. One officer, 6 days a week, 8 hours per day. Shift Schedule TBD.

Estimated Weekly Cost: \$1,419

Estimated Monthly Cost: \$6,149

Estimated Annual Cost: \$73,791

Bill rates include the following items:

- Recruitment, background screening and hiring costs.
- Employee wages, payroll taxes and insurance.
- In accordance with the Affordable Care Act, the opportunity for all eligible employees to enroll in a subsidized ACA compliant Bronze medical plan.
- Excellence in Service performance recognition program.
- District award qualification for Officer of the Month, Officer of the Quarter and Officer of the Year.



- Free life insurance and paid time off / vacation typically 1 week after one year; 2 weeks after five years; 3 weeks after ten years (in accordance with any local / state laws that may apply).
- Complete uniforms for each season, including replacements as needed.
- Introductory, pre-assignment and paid on-site training.
- Advanced Certification Training 1, 2, and 3 with e-learning technology.
- Learning Management System to track completed courses and test scores.
- Monthly service review and planning meetings with local district manager.
- Computer-based post orders, including client emergency response procedures.
- Site-specific written test based on post orders and client policies.
- 24-hour National Communications Center.
- Department of Homeland Security SAFETY Act Designation.

Enhanced Benefits include:

- Anthem Engage Elite; an online resource that can help employees manage health care expenses with discounts and perks and make healthy choices.
- Livongo; helps employees who are currently living with diabetes to better manage and improve their condition all while saving money.
- Omada; a science-backed health and weight management program that motivates employees to take charge of their weight and reduce their risk for diabetes and other health conditions.
- EAP; support options, from over-the-phone counseling to resources like legal referrals, daycare and elder care, identity theft consultations, adoption assistance, education support for tutoring and college/university searches and financial counseling.
- Life Insurance; the Company-paid life insurance benefit is increased to \$10,000.
- Smart Dollar; a proven financial wellness program. Using motivational content, interactive tools and expert financial advice.
- Securitas College Programs; With Purdue Global Online University Online, offers up to 1,000 officers annually 90% tuition reimbursed programs that better prepare employees for a career in security.

Overtime/holiday rate will apply for the following nine holidays:		
New Year's Day	Memorial Day	Thanksgiving Day
Martin Luther King Day	Independence Day	Friday After Thanksgiving
President's Day	Labor Day	Christmas Day

The prices for security officer and related services as quoted above are valid for a period of 90 days from the date of this proposal.



SALARY ASSESSOR[®]

Individual Job Report

Security Guard

Specifications

Prepared For:

Area: Decatur, Illinois

Industry: All Industries - Diversified

Industry Codes: eSIC: 0000, NAICS: 000000, usSEC: 0000

Organization Size: (Data reported by years of experience)

Education Adjustment:

Skill Adjustment:

Certification Adjustment:

Annualized Salary Trend: 2.6% (Adjustment: 0.21%)

Planning Date: 5/2/2022

Database as of: 4/1/2022

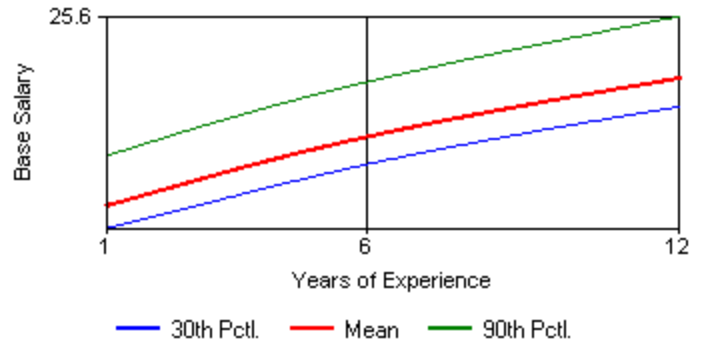
eDot: 372667011

SOC: 339032

Printout Date: 5/2/2022

(Items in bold affect salary estimates)

Hourly Base Salaries Graph



Estimated Survey Mean Hourly Base Salaries

All Incumbent Average: \$19.69

Years of Experience	30th Percentile	40th Percentile	Mean	75th Percentile	90th Percentile
8	19.38	19.91	20.74	22.08	23.52
4	17.13	17.63	18.45	19.72	21.06
1	15.21	15.61	16.31	17.46	18.75

SALARY ASSESSOR®

Individual Job Report

Security Guard

Security Guard

Alternate Title

Guard Security

Overview

Guards industrial or commercial property against fire, theft, vandalism, and illegal entry.

Patrols buildings and grounds of industrial plant or commercial establishment, docks, or work site.

Examines doors, windows, and gates to determine that they are secure.

Preserves order and enforces security regulations.

Warns violators of rule infractions, such as loitering, smoking, or carrying forbidden articles; and apprehends or expels culprits.

Inspects equipment and machinery to ascertain if tampering has occurred.

Watches for and reports conditions that could result in injury or loss due to fire hazards, leaking pipes, spills, faulty equipment, etc.

Checks personnel for proper identification and clearance.

Permits authorized people to enter property.

Checks incoming and outgoing packages.

Observes departing personnel to guard against theft of company property.

Typical Functions

Sounds alarm or calls police or fire department in case of fire, difficulty with unauthorized people, or medical emergencies.

Records data, such as property damage, unusual occurrences, and malfunctioning of machinery or equipment, for use by supervisory staff.

May register at watch stations to record time of inspection trips.

May perform janitorial duties and set thermostatic controls to maintain specified temperature in buildings or cold storage rooms.

May tend furnace or boiler.

May be deputized to arrest trespassers.

May regulate vehicle and pedestrian traffic at plant entrance to maintain orderly flow.

May patrol site with guard dog on leash.

May accompany or lead a truck convoy carrying valuable shipments.

Date Last Updated: 4/1/2022

The background features a complex, abstract design. It consists of several layers of wavy, undulating lines in shades of purple and blue, creating a sense of depth and movement. These lines are overlaid on a grid of small, glowing dots that also follow the same wavy pattern, giving the overall effect a digital or data-like appearance. The colors transition from a deep purple at the top to a lighter blue at the bottom.

Optional Security Solutions



Remote Guarding

Effective, comprehensive, real-time security programs are achieved when video cameras, video analytics, monitoring centers and security officers work together as one integrated force. Potential threats are detected by cameras and automatically analyzed based on predefined criteria. When necessary, an operator is alerted who then takes immediate action to help prevent or minimize damage. Securitas USA continually identifies areas for creating efficiencies, both in preventing/minimizing incidents and lowering resource demand.



When Securitas USA's Remote Guarding is implemented, be assured that we will act on incidents in real-time and deter trouble before it occurs. The combination of smart technology and our security expertise creates unprecedented efficiencies to help protect your facility 24/7. Patrol Inspections

We Learn About Your Security Needs

Understanding the day-to-day activities of your operations is the key to designing a solution that provides the best possible security with the greatest possible cost efficiencies. To accomplish this, Securitas USA professionals conduct an Operational Analysis of your facility. Based upon our findings, we then discuss and evaluate your security requirements with you.

Our Remote Guarding alternatives utilize the best technology currently available. However, we realize that you may have already invested in cameras, sensors and other security-related equipment. That is why we work with open platforms that allow the integration of most existing equipment with new technology, software and services. We are dedicated to creating the most effective security solution for your facility with minimal start-up investment. Securitas USA has tailor-made Remote Guarding services to help protect organizations of all sizes, business markets and environments.

The Future of Security Efficiency

Increasing the effectiveness of your security program without increasing your costs — this is possible when you combine ever-vigilant Securitas USA Protection Specialists and security officers with Remote Guarding.

Securitas USA offers the following Remote Guarding services:

Alarm Verification

Alarm Verification provides the shortest possible response time when an incident occurs. Cameras monitor both the interior and exterior of your premises for unauthorized activity and potential threats, provide a status report and transmit an audible message that security monitors in real-time.

With remote alarm verification, a live video feed instantly and virtually places a Securitas USA Protection Specialist on the scene. While emergency personnel are in route to your facility, Protection Specialists can provide them with critical real-time updates as the situation warrants. Securitas USA supplements intrusion alarm monitoring with Remote Guarding to verify the cause of the incident. False alarms are reported to your designated emergency contacts. Securitas USA Mobile officers and/or law enforcement are dispatched when intrusions are verified.



Advantages of Remote Alarm Verification

- On-demand response to alarm activations
- Reduces costly false alarm fees imposed by local jurisdictions
- Cost-effective even with many sites in remote locations
- Access to cutting-edge technology with no new major investment
- Part of a comprehensive service portfolio

How Remote Alarm Verification Works

- Expert consultation to determine best camera locations and lines of sight
- Cameras and software connect to a 24/7 monitoring center
- Securitas USA Protection Specialists remotely respond to alarm activations at your facility to determine the cause
- Response can include an audible message to provide real-time intervention
- Evidence is documented if an incident occurs
- Open platforms allow existing equipment to be utilized — often in combination with cutting-edge technology



Remote Employee Escort

Is it getting dark earlier? Are employees arriving earlier in the morning and staying later in the evening due to increased responsibilities or seasonal workloads? Have there been recent problems in the area? Do operational procedures require employee escorts in highly sensitive areas of the facility? Securitas USA's Remote Employee Escort utilizes live video surveillance with audio notification to help provide a safe environment as employees enter and exit the premises. In other situations, we can monitor visitors who have access to a facility and observe their movements throughout the building.

- Advantages of Remote Employee Escort
- On-demand response to requests from employees and contractors
- Helps to promote a safe and secure environment
- Cost-effective even with many sites in remote locations
- Enhances the productivity of your security officers
- Access to cutting-edge technology with no new major investment
- Part of a comprehensive security service portfolio



How Remote Employee Escort Works

- Expert consultation to determine best camera locations and lines of sight
- Cameras and software connect to a 24/7 monitoring center
- Securitas USA Protection Specialists remotely respond and process requests for escorts in or around your facility
- Response can include one- or two-way audio for live intervention
- Evidence is documented if an incident occurs
- Open platforms allow existing equipment to be utilized — often in combination with cutting-edge technology

Remote Entry/Exit Management

Securitas USA's Remote Entry/Exit Management provides on-demand processing of authorized employees and visitors requiring access to your facility. Our remote monitoring center activates cameras and audio devices, scans the area and follows your established authorization protocol. Securitas USA Protection Specialists verify their identity, confirm authorization for entry/exit, monitor and record activity and report any exceptions.

The same remote capabilities offer the ability to custom design perimeter monitoring for employee safety, procedure compliance and unauthorized removal of property, including:

- **Vendor Entry Management** – Cleaning and maintenance staff activity is monitored for safety practices and unauthorized removal of property.
- **Employee Entry Management** – After-hours shipments through truck gates are processed and monitored for compliance and safety practices.
- **Entry/Exit Portal Supervision** – Video monitoring for unauthorized removal of property to confirm that doors are opened only for authorized activity.

Advantages of Remote Entry/Exit Management

- On-demand processing of employees, visitors and contractors
- Services provided as needed
- Cost-effective even with many sites in remote locations
- Access to cutting-edge technology with no new major investment
- Part of a comprehensive security service portfolio





How Remote Entry/Exit Management Works

- Expert consultation to determine best camera locations and lines of sight
- Cameras and software connect to a 24/7 remote monitoring center
- Securitas USA Protection Specialists remotely respond and process requests for entry to your facility
- Response can include one- and two-way audio for live intervention
- Careful monitoring during critical events, e.g. openings/closings, transfer of goods, etc.
- Evidence is documented if an incident occurs
- Open platforms allow existing equipment to be utilized— often in combination with cutting-edge technology

Remote Patrol

Securitas USA's Remote Patrol provides a proactive security presence that can assist in deterring security incidents 24/7. Remote patrol via strategically placed cameras focuses on vulnerable areas and can monitor your site more consistently and cost-effectively than security officers alone.

Video-based patrols form the basis of an all-encompassing security solution. During these patrols, we inspect your premises and critical assets, monitor any suspicious activity, and help leverage the power of behavior modification to reduce security expenses over time.

Advantages of Remote Patrol

- More consistent coverage of all your critical areas
- Cost-effective even with many sites in remote locations
- Enhances the efficiency of on-site security officers
- Quicker response to emergency situations
- Access to cutting-edge technology with no new major investment
- Helps to prevent incidents before they occur
- Part of a comprehensive security service portfolio

How Remote Patrol Works

- Expert consultation to determine best camera locations and lines of sight
- Cameras and software connect to a 24/7 monitoring center
- Securitas USA Protection Specialists remotely respond to alarm activations at your facility to determine the cause
- Response can include one- or two-way audio for live intervention
- Evidence is documented if an incident occurs



- Open platforms allow existing equipment to be utilized — often in combination with cutting-edge technology

Remote Perimeter Protection

Securitas USA's Remote Perimeter Protection can help reduce the number of exterior security incidents resulting in reduced security costs. We customize intelligent video analytics for each unique location to automatically recognize potential threats and alert our Protection Specialists as soon as suspicious activity is detected.

With the advantage of real-time security, unauthorized entry, theft and vandalism can all be greatly reduced. Protection Specialists are alerted the moment there is suspicious behavior near the perimeter of your property, helping us to curtail incidents before they occur. We also actively optimize the system over time to deter another persistent threat – false alarms. Not only do you save money by eliminating unnecessary call-outs, intelligent software that's always on the look-out lowers demand for a constant on-site presence. Remote perimeter protection is remarkably efficient because Securitas USA manages the entire chain – from technology, to operators, to on-site response. This level of efficiency allows us to provide complete protection for one competitive monthly fee — with no major investment required.

Advantages of Remote Perimeter Protection

- Pro-active security can help deter incidents before they occur
- 24/7 coverage of all perimeters with fewer security officer hours
- Cost-effective even with many sites in remote locations
- Cameras and software observe and analyze data that human operators might miss
- Access to cutting-edge technology with no new major investment
- Ongoing optimization to reduce costs
- Part of a comprehensive security service portfolio

How Remote Perimeter Protection Works

- In-depth analysis of your security requirements
- Expert guidance in choosing ideal equipment and placement
- Intelligent video analytics customized to your site requirements
- Open platforms allow integration of existing equipment
- Automated zone intrusion detection
- Speaker system for voice intervention

Partner Network Brings Together The Industry's Best

Securitas USA has global agreements with some of the security system industry's top innovators. This allows us to deliver the best possible technology and services in simple, cost-effective packages. Some of our key partners include Milestone, Axis Communication and Agent VI.




How Remote Guarding Can Enhance Your Security Program

- Automatic detection of objects in predefined areas, suspicious movement or abnormal interruptions that occur at your facility is provided.
- Speaker systems are integrated in order to deter potential intruders while alerting authorities as necessary.

When combined with Securitas USA's Mobile Guarding or a local Branch Response Team, our clients receive security services and response capabilities that can mirror those of an on-site security officer at a significant cost savings.

The Securitas Operation Center



Throughout 2016, we have discussed the Six Pillars of Protective Services and the security solutions they offer our clients. We would now like to introduce you to the Securitas Operation Center (SOC) in Charlotte, NC where our Securitas Solutions Team is headquartered, and the National Communications Center (NCC), Experience Center and Remote Guarding team are located.

No Ordinary Office Location

The SOC officially opened its doors in early June 2016 and has been buzzing with activity ever since. The nearly 35,000 square foot facility has a casual and inviting atmosphere, with windows along the entire perimeter providing beautiful views of gardens, a pond and the exclusive business park in which it's located. The SOC was designed to host several types of client and guest interactions at once. With two training facilities, two large conference rooms, a client experience center, a myriad of private meeting space, and web-based options, our employees and clients can share ideas and strategies for various security solutions.

The SOC is a client-centered facility focusing on customer services, whether engaging with a client on a solution design or helping to ensure our officers are on post through check-in protocols. The customer care and response center receives about 520,000 calls annually nationwide. It handles after-hours telephone support for branch offices, manages security

response services for on-demand temporary security services, and coordinates dispatch for Mobile Guarding services. The various 24/7, 365-days-a-year teams working simultaneously at the SOC generate a wealth of data and analytics that help us better understand the sites we help protect and support recommendations to enhance our operations.

The Experience Center

The Experience Center is our opportunity to engage with anyone, anywhere in the world, and demonstrate our capabilities first hand. Whether you are in the building or on the West Coast, you can observe and interact with the working operators in real time using live streaming video. We can share not only our Integrated Guarding services, but also explore the Remote Guarding capabilities our agents provide. We can show examples and manage real accounts on demand. Agents can demonstrate their problem-solving and decision-making abilities while maintaining the security and integrity of the location.

Remote Guarding

The Remote Guarding Agents, as the support team is called, work around the clock, monitoring sites in real-time across the United States. The team evaluates and responds to developing situations, and acts as a first line of defense to deter and document unwanted or suspicious activity. Their responsibilities are similar to the Post Orders that you follow while on duty and include established procedures in the areas of entry management, safety breaches, intrusion detection, video tours and emergency response.

Agents often work with on-site and mobile officers in the field. Once they scan the scene looking for unusual activity and see that something is unfolding, they will call mobile patrol or the officers at the location (depending on client requirements) to follow up on the suspicious activity. In rural locations, law enforcement may be called instead (if no mobile patrol or officers are at the site).

See [Securitas Operation Center](#), P8



"I like the layout and openness of the center. Having everyone closer together helps to reinforce the mindset of being a team and not just co-workers."

- Chelsea Cordero

Securitas Operation Center

Also, with many of our entry management locations, our agents conduct a shift change with the on-site officer. We let the officer out of the front gate and close it behind him/her. We are then officially on duty.

"It feels like only a short time ago that we began to lay the foundation for Securitas' new Integrated Guarding strategy. Today we have a support center dedicated to assisting our branches and clients through remote services," said Director of Remote Services Tim Gerback.

National Communications Center (NCC)

The NCC recently relocated to Charlotte from its previous location in Parsippany,

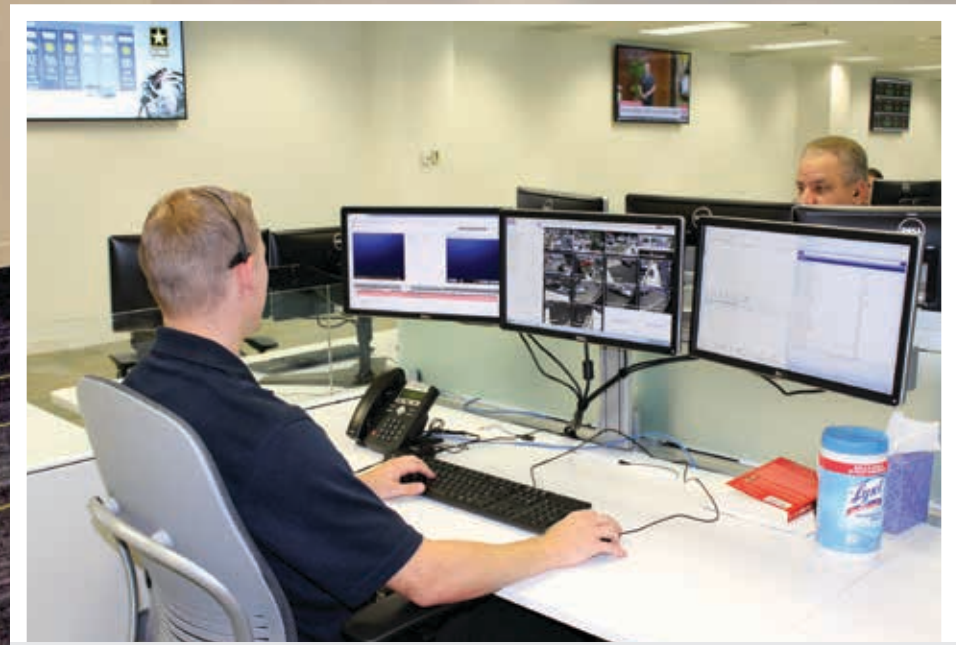
NJ. The NCC is open 24/7, 365 days a year so the team can assist with branch after hours calls, respond to PoCo alerts and assist with dispatching of mobile officers for alarm response. They also help to coordinate temporary services for clients of the Securitas Response Services Group. Officers can also call into the SOC after hours for assistance or to confirm that they are on post.

"I like the layout and openness of the center. Having everyone closer together helps to reinforce the mindset of being a team and not just co-workers," says Chelsea Cordero, one of the supervisors for the NCC who moved from New Jersey to the SOC.

Being Put to the Test During Hurricane Matthew

The Southeastern United States was hit hard by Hurricane Matthew as it moved very close to the coasts of Florida, Georgia and the Carolinas. The hurricane did not officially make landfall until October 8th; however, it battered the coastline with high winds, rain and damaging storm surges in the days leading up to it. Many residents were given notice of evacuation well in advance and most heeded the opportunity to get out of harm's way.

The early warning gave Securitas USA ample time to gather resources and implement a coastal area business continuity plan using the SOC as the central command station for the security response



Remote Guarding agent Dorian Baker performs a remote tour of a marina during the afternoon shift.

efforts. A team of ten comprised of South Region AVPs and BMs traveled to Charlotte to organize the response effort. The team was available 24/7 to balance requests for support, coordinate officers from across multiple states and schedule their assistance, manage client and officer expectations, ensure adherence to state security requirements and continuously update all stakeholders. The requests commenced Wednesday and continued until the following Tuesday as clean up and flooding interfered with normal business operations.

Approximately 200 client locations were impacted and 350 officers were brought in from across the southeast. Their duties included guarding generators and fuel as well as helping to secure building access during power outages.

The SOC was also the dedicated back up location for some of our major clients impacted by the storm. It hosted our clients' employees with workstations, meeting rooms and overnight accommodations in order to help ensure their businesses could operate without disruption.

Investing in the future

Though only recently opened, the SOC has already distinguished itself as an important part of Securitas USA's security offerings. In addition to providing a state of the art training center for branch managers and sales teams in technology, Remote Guarding and service plans, the Experience Center also allows clients and prospects to learn more about our solutions and value-added tools in a real-time interactive setting. The SOC also has the capacity to serve as an emergency command center from which

to coordinate and dispatch services and give access to businesses to provide for the continuity of business operations in the event of crisis or disruption.

Plans are already in the works to expand the capabilities of the SOC to become an interactive, collaborative virtual meeting space as advances in technology evolve. As Securitas builds additional SOC locations to support its employees around the globe, the Charlotte location stands ready to deliver high quality service that surpasses client expectations. ■

CLIENTPOINT DOWNLOAD RECEIPT

DOWNLOADED: 05-05-2022

CLIENTPOINT ID: 676734



People

At Securitas, the foundation of our business is people. We have developed a detailed manual to support our local management teams in recruiting and hiring employees. Our recruiting guidelines include strategies, programs, and processes to effectively attract qualified people to our organization. Recruiting functions are handled by the human resources team of each local office servicing each Client.

Equal Opportunity Employer

Securitas is committed to hiring and retaining a diverse workforce. Our goal is to increase diverse representation throughout our company. We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race/ethnicity, color, national origin, ancestry, sex/gender, gender identity/expression, sexual orientation, marital/parental status, pregnancy/childbirth or related conditions, religion, creed, age, disability, genetic information, veteran status or any other status protected by local, state or federal law.

Women in the Security Industry

Securitas Security Services is honored to contribute to the accomplishments of women: past, present, and future! In addition to our 28,000 women security officers and managers, Securitas was the first in the industry to hire women as investigators. We are proud to continue our commitment to forge women's equality in the workplace.

Employing and Honoring Veterans

At Securitas, we proudly welcome our military heroes back to the workforce. Since 2012, Securitas has hired more than 50,000 veterans. Securitas USA seeks new ways to strengthen our support of veterans and honor their commitment to our country. Veterans are motivated by the same set of values that lead our company and can bring a unique and valuable skill set to Securitas USA.

Securitas is a proud member of the Veteran Jobs Mission. We have been a member of this private-sector coalition since 2012, formally known as 100,000 Jobs Mission. Because the coalition has far surpassed that goal, they have changed their name and set their goal to collectively hire a total of one million military veterans – with a strong focus on retention and career development of veterans.



Securitas Supplier Diversity Program

Securitas USA's Supplier Diversity Program provides access to Securitas USA's supply chain for diverse suppliers. Our mission is to contribute to the growth of the communities we serve by actively seeking, integrating, and procuring goods and services from diverse suppliers.

We provide opportunities for companies that ordinarily might not be considered as supplier candidates due to size, status, or limited ability to compete in the US market.

The **Securitas USA Supplier Diversity Program** is managed by our Procurement Department. We are committed to ensuring that supplier diversity is an integral part of our strategic sourcing and procurement processes. We further commit to the development of mutually beneficial business relationships with diverse organizations.

Procurement is active in the contracting operations to seek out and promote competitive participation through seminars and membership in:

Women's Business Enterprise National Council (WBENC)



Securitas is in compliance with all applicable federal and state regulations designed to encourage the utilization of diverse suppliers.

As program administrators, our Procurement professionals are responsible for the communication, administration and tracking of supplier diversity. Although this program is coordinated at the corporate level, all branch business offices and functions are accountable for execution of this program.

Feel free to Contact Us: Daniela Velasquez, CPP | Procurement Supervisor • Securitas USA
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Office: (973) 397-2441



Securitas Supplier Diversity Tier 1 and Tier 2 Spend 2021

Securitas 2021 Tier 1 Diversity Spend	
Diversity Category	2021
MBE	\$13,021,804
WBE	\$9,299,168
SC-SDB	\$4,052,314
DISADVANTAGED	\$129,015
8A	\$0
HUBZONE	\$2,478
SDVET	\$1,306,329
VET	\$130,531
DISABLED	\$0
SMALL	\$9,598,735
LGBT	\$0
ANC	\$0
HBCU	\$0
ABILITYONE	\$2,136
Grand Total	\$37,542,510

Securitas 2021 Tier 2 Diversity Spend	
Diversity Category	2021
MBE	\$9,533,308
WBE	\$6,460,405
SC-SDB	\$1,769,608
DBE	\$308,731
8A	\$150
HUBZONE	\$1,863
SDVET	\$22,926
VET	\$236,445
DISABLED	\$23,644
SMALL	\$51,822,542
LGBT	\$2,982
ANC	\$204
HBCU	\$103,189
ABILITYONE	\$3
Grand Total	\$70,285,998

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Decatur Public Library Shelving budget

SHELVING			
	quantity		total
Nonfiction 78" high, 5H	256	\$500	\$128,000
Fiction 78" high, 6H	120	\$500	\$60,000
Young Adult 66" H, 5 H	35	\$500	\$17,500
Large Print 66" H, 5 H	42	\$500	\$21,000
AV, possible a-frame, 66" h, casters?	35	\$1,600	\$56,000
Magazine shelving 66" H, designer	21	\$700	\$14,700
New Books shelving 54", designer series	17	\$700	\$11,900
end panels	136	\$650	\$88,400
end panel signs	126	\$50	\$6,300
	subtotal		\$403,800
	installation, 18%		\$72,684
TOTAL			\$476,484

sf: \$350 regular, \$450 designer
df: \$500 regular, \$700 designer

CARPET TILE OPTIONS



SHAW SET UP
COLLECTION

Installation 09

Installation 04



Floating
49105

1,170 SQY



Weathered
Amazon
49326

85 SQY



Floating
Water
49327

125 SQY



Sediment Sky
49440

15 SQY



Carbon



Stormy



Carbon



Stormy

SHAW JOURNEY
COLLECTION



Weathered
Birch
56112

30 SQY



Industrial
Concrete
56482

330 SQY



Ferric Metal
56483

1,485 SQY



Oxidized Iron
56506

995 SQY



Blackened
Iron
56526



Burnished
Bronze
56528



Patina Steel
56528



Tarnished
Aluminum
56528



SHAW TINGE

SHELVING



CAROL STREAM: MOBILE NEW BOOKS, A FRAME



MOBILE NEW BOOKS, PINWHEEL SETUP



OPTO DISPLAY SHELVING-MORE \$ THAN ESTEY



CAROL STREAM: DVDS (ZIG ZAG)



CAROL STREAM: VIEW OF 78" HIGH SHELVING FOR FICTION AND NONFICTION, 6 H. END PANELS WITH SLATS
VIEW OF A FACE OF SHELVING WITH SLOPED BOTTOM SHELF



DVD SHELVING: ZIG ZAG, BIN STYLE, OR YOU CAN DO SPINE OUT
CD SHELVING: WE HAVE ONLY BEEN DOING BIN STYLE AS SHOWN HERE



WOOD END PANEL WITH SLATS \$\$
**WOODGRAIN LAMINATE END PANEL WITH
SLATS \$



WOOD END PANEL WITH RECESS \$\$\$





ACRYLIC END PANEL \$\$\$



PATTERNED GLASS END PANEL \$\$\$



LAMINATE \$



WOODGRAIN LAMINATE WITH
LAMINATE INLAY \$\$



LOUNGE FURNITURE



DAVID EDWARD SUPERKOOL (WOOD OR WIRE BASE)
SEAT HEIGHT: 17.5", BACK 15.5"



HIGHTOWER TOMBOLO
Seat ht 17.5", back 14"



COALESSE MILBRAE -2 STYLES AVAILABLE
Seat ht 17",(back ht 14")-THIS ONE HAS A DEEPER SEAT THAN SOME OTHERS



KI ZOETRY
CAN COME WITH SURROUND
COMES IN 2 WIDTHS (30" OR 38")
THE SEAT HEIGHT AND BACK HEIGHT ARE NICE-not sure exactly
what they are, but they are close to 18" sh, 14" bh



LACASSE HIPHOP



KRUG LEYTON
Seat ht 17.75", back ht 13.25



KI GLADLY
17.75 SEAT HT, 13.75" BACK



KI JUBILEE
Seat ht 18", back ht 13"



KEILHAUER TUXEDO
Seat ht 16.5",(back ht 13")



KEILHAUER TALK



ALLERMUIR CONIC



BERNHARDT HARMONY (back ht 12.2")



COALESSE VISALIA
Seat ht: 16.25", back ht 12.25"



STYLEX COVE



COALESSE JOEL



COALESSE BOB



HIGHTOWER ARLO HIGHBACK



HIGHTOWER ARLO
SEAT: 17", BACK 13"



KEILHAUER PONDER

- DIFFERENT BASES AND BACK HEIGHTS
- SEAT HEIGHT FOR ALL IS 16.75"

HIGHTOWER NEST (HI/ LOW)



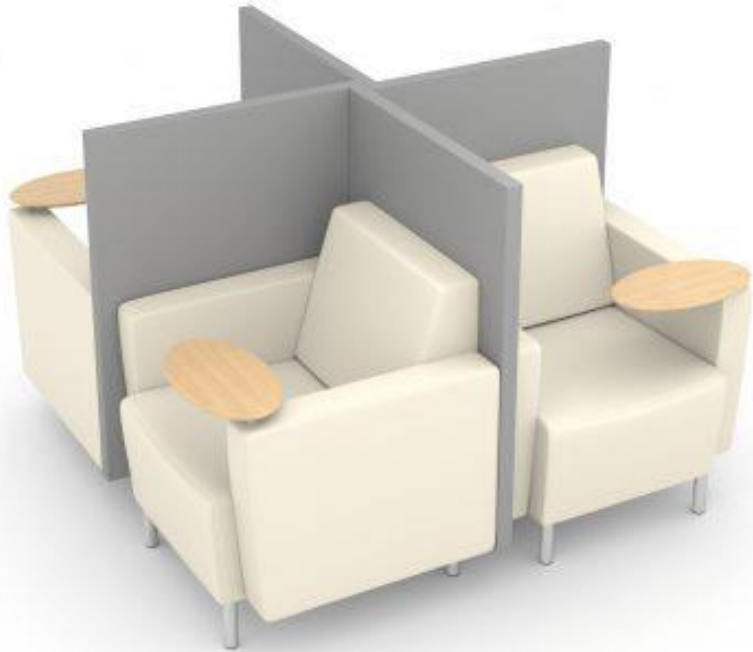
NINE TO FIVE LILY
SEAT HEIGHT: 16", BACK 22"



NINE TO FIVE JAX
SEAT HEIGHT: 17", BACK 20", 32"



KEILHAUER COY



AGATI GEE
CAN BE WITH LEGS OR CASTERS
CAN HAVE SCREENS
SEAT HEIGHT 18", 15" HIGH BACK



AGATI PODS

CHAIRS AT TABLES (ASSUMPTION IS ALL PLASTIC)



ALLERMUIR KIN (ALL PLASTIC, PLASTIC WITH VINYL SEAT, ALL VINYL/ WOOD OR METAL LEGS)



COALESSE LOTUS (ALL PLASTIC, CAN HAVE VINYL SEAT)



EAMES



ALLERMUIR KIN
WOOD LEGS, SEAT AND BACK CAN BE WOOD OR PLASTIC



ALLERMUIR AXYL



ALLERMUIR KIN



KEILHAUER CHIPS
COMES IN WOOD AND PLASTIC



KEILHAUER EPIX
COMES WITH WOOD OR METAL LEGS, PLASTIC SEAT AND BACK



KEILHAUER TRUA
PLASTIC SEAT AND BACK



STYLEX VERVE
STACKS, PLASTIC SEAT AND BACK, COMES WITH DIFFERENT BASE STYLES

