



DECATUR PUBLIC LIBRARY

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Board of Trustees FINANCE AND PROPERTIES COMMITTEE

Meeting

Wednesday, May 12, 2021

4:30 p.m.

Remote Meeting via Zoom

Meeting Video Link:

<https://us02web.zoom.us/j/84812451440?pwd=Y2kzTjNlSytmNHl6eEtEVnk0VFIWUT09>

Meeting Phone Number: 312-626-6799

Meeting ID: 848 1245 1440

AGENDA

- I. Call to Order** – Amy Stockwell
Remote Attendance. Pursuant to State Executive Orders 2020-07 and 2020-18, which temporarily suspend the in-person presence requirements and eliminate the limitation on remote access of the Illinois Open Meetings Act due to the COVID-19 pandemic, the Board is suspending the usual “Electronic Attendance and Voting” section of the Board Bylaws, and will allow all Board members to attend this meeting remotely and fully participate remotely.
- II. Approval of Agenda**
- III. Minutes**—April 14, 2021 Meeting
- IV. Public Comment**— Due to the Governor’s order, The Decatur Public Library’s Board Room will be not be open to the public during this Library Board Committee Meeting. For those wishing to provide public input, please email your statement to rmeyer@decaturlibrary by 4:00 pm Wednesday May 12, 2021. Your statement will be read into the record per Library Board public input rules. Anyone can attend virtually via Zoom. Additional instructions are attached.
- V. Old Business**

A. Capital Needs (Discussion)

B. Other

VI. New Business

A. April 2021 Check Register (Action)

B. 2021 Actuals and Projected (Discussion)

C. Bendsen Signs Proposal (Action)

D. Building Committee Report (Discussion)

E. Other

VII. Adjournment



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DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES Finance and Properties Draft Minutes

Date: April 14, 2021

Time: 4:30 p.m.

Location: Decatur Public Library Board Room

Present: Amy Stockwell (Chair) **Staff:** Rick Meyer, City Librarian, Robert Edwards, Asst. Library Director
Gregg Zientara
Sofia Xethalis

Absent: Samantha Carroll

Guests: None

Call to Order:

Ms. Stockwell called the meeting to order at 5:16 pm (meeting convened late due to lack of quorum until that time), pursuant to remote attendance to State Executive Orders 2020-07 and 2020-18, which temporarily suspend the in-person presence requirements and eliminate the limitation on remote access of the Illinois Open Meetings Act due to the COVID-19 pandemic, the Board is not requiring physical attendance at the meeting, and will allow all Board members to attend this meeting remotely and fully participate remotely.

Approval of Agenda

Motion to approve the agenda by Ms. Xethalis, seconded by Mr. Zientara. Ms. Stockwell requested a roll call vote, Ms. Xethalis yes, Mr. Zientara yes. Ms. Stockwell yes.

Minutes

Mr. Zientara made a motion to approve the March 10, 2021 minutes as presented, seconded by Ms. Xethalis. Ms. Stockwell requested a roll call vote, Ms. Xethalis yes, Mr. Zientara yes, Ms. Stockwell yes.

Public Comment

None

Old Business

Capital Needs (Discussion)

Discussion was held on future capital needs such as boiler and roof. Discussion was held on the condition of the parking lot landscaping. Committee was overall not pleased with current state of the grassy areas. Mr. Zientara presented options to address this. Mr. Meyer suggested presenting a resolution on the agenda next month. Committee directed Mr. Meyer to proceed.

New Business

March 2021 Check Register (Action)

Ms. Stockwell inquired about promotion of databases. Mr. Meyer summarized current and future efforts and stated database use is down in public libraries overall. Mr. Meyer stated DPL is likely to discontinue at least one major database for next fiscal year.

Ms. Stockwell inquired about library's Community Resource Coordinator. Mr. Meyer summarized the experience thus far.

Mr. Zientara made a motion to approve the check register and present it to the full board, seconded by Ms. Xethalis. Ms. Stockwell requested a roll call vote, Ms. Xethalis yes, Mr. Zientara yes, Ms. Stockwell yes.

2021 Actuals and Projected (Discussion)

Mr. Meyer noted that, prior to March, the circulating internet hotspots were paid for with grant funding. The library has since suspended some hotspots due to cost relative to lack of demand. Mr. Edwards stated that since COVID restrictions had eased, demand had gone down. Mr. Meyer projected that the salary line may run about \$2000.00 over budget. He stated staff is benefiting from online training and the cost is much less. Property tax bills have not been sent out yet.

Adjournment

Ms. Xethalis made a motion to adjourn at 5:07pm, seconded by Mr. Zientara. Ms. Stockwell requested a roll call vote, Ms. Xethalis yes, Mr. Zientara yes, Ms. Stockwell yes.

RE

Edited by Michelle Whitehead

Draft 4/16/2021

<u>CHECK NO.</u>	<u>Check Date</u>	<u>VENDOR</u>	<u>Amount</u>	<u>ITEM DESCRIPTION</u>	<u>ACCOUNT DESCRIPTION</u>
140239	4/6/2021 12:00:00 AM	GE MONEY BANK/AMA	70.13	ACCT 8641	BANKING SERVICE CHARGES
140206	4/6/2021 12:00:00 AM	BAKER & TAYLOR CO	27.56		BOOKS & PERIODICALS
140206	4/6/2021 12:00:00 AM	BAKER & TAYLOR CO	72.62		BOOKS & PERIODICALS
140206	4/6/2021 12:00:00 AM	BAKER & TAYLOR CO	181.00		BOOKS & PERIODICALS
140206	4/6/2021 12:00:00 AM	BAKER & TAYLOR CO	262.28		BOOKS & PERIODICALS
140206	4/6/2021 12:00:00 AM	BAKER & TAYLOR CO	375.00		BOOKS & PERIODICALS
140206	4/6/2021 12:00:00 AM	BAKER & TAYLOR CO	471.63		BOOKS & PERIODICALS
140236	4/6/2021 12:00:00 AM	GALE GROUP, INC.	120.68	LARGE PRINT JUVENILE	BOOKS & PERIODICALS
140239	4/6/2021 12:00:00 AM	GE MONEY BANK/AMA	398.60		BOOKS & PERIODICALS
140258	4/6/2021 12:00:00 AM	MIDWEST TAPE, LLC	39.99	AV MATERIALS AND HOOPLA	BOOKS & PERIODICALS
140258	4/6/2021 12:00:00 AM	MIDWEST TAPE, LLC	215.95		BOOKS & PERIODICALS
140301	4/13/2021 12:00:00 AM	BAKER & TAYLOR CO	41.13		BOOKS & PERIODICALS
140301	4/13/2021 12:00:00 AM	BAKER & TAYLOR CO	67.98		BOOKS & PERIODICALS
140301	4/13/2021 12:00:00 AM	BAKER & TAYLOR CO	88.76		BOOKS & PERIODICALS
140301	4/13/2021 12:00:00 AM	BAKER & TAYLOR CO	130.71	BOOKS AND ENTERTAINMENT 2021	BOOKS & PERIODICALS
140301	4/13/2021 12:00:00 AM	BAKER & TAYLOR CO	204.50		BOOKS & PERIODICALS
140301	4/13/2021 12:00:00 AM	BAKER & TAYLOR CO	366.12		BOOKS & PERIODICALS
140301	4/13/2021 12:00:00 AM	BAKER & TAYLOR CO	490.10		BOOKS & PERIODICALS
140301	4/13/2021 12:00:00 AM	BAKER & TAYLOR CO	497.08		BOOKS & PERIODICALS
140301	4/13/2021 12:00:00 AM	BAKER & TAYLOR CO	608.39		BOOKS & PERIODICALS
140376	4/13/2021 12:00:00 AM	MIDWEST TAPE, LLC	10.48		BOOKS & PERIODICALS
140376	4/13/2021 12:00:00 AM	MIDWEST TAPE, LLC	18.73		BOOKS & PERIODICALS
140376	4/13/2021 12:00:00 AM	MIDWEST TAPE, LLC	44.96		BOOKS & PERIODICALS
140376	4/13/2021 12:00:00 AM	MIDWEST TAPE, LLC	84.98		BOOKS & PERIODICALS
140376	4/13/2021 12:00:00 AM	MIDWEST TAPE, LLC	96.97		BOOKS & PERIODICALS
140376	4/13/2021 12:00:00 AM	MIDWEST TAPE, LLC	102.68		BOOKS & PERIODICALS
140376	4/13/2021 12:00:00 AM	MIDWEST TAPE, LLC	138.68	AV MATERIALS AND HOOPLA	BOOKS & PERIODICALS
140376	4/13/2021 12:00:00 AM	MIDWEST TAPE, LLC	141.66		BOOKS & PERIODICALS
140393	4/13/2021 12:00:00 AM	PROQUEST INFORMATI	5,267.43	DATABASE SUBSCRIPTIONS	BOOKS & PERIODICALS
140433	4/20/2021 12:00:00 AM	BAKER & TAYLOR CO	33.57		BOOKS & PERIODICALS
140433	4/20/2021 12:00:00 AM	BAKER & TAYLOR CO	113.95		BOOKS & PERIODICALS
140433	4/20/2021 12:00:00 AM	BAKER & TAYLOR CO	140.96		BOOKS & PERIODICALS
140433	4/20/2021 12:00:00 AM	BAKER & TAYLOR CO	307.31		BOOKS & PERIODICALS
140433	4/20/2021 12:00:00 AM	BAKER & TAYLOR CO	487.76		BOOKS & PERIODICALS
140445	4/20/2021 12:00:00 AM	CENTER POINT LARGE	554.25	LARGE PRINT STANDING ORDER	BOOKS & PERIODICALS
140510	4/20/2021 12:00:00 AM	MIDWEST TAPE, LLC	132.97	AV MATERIALS AND HOOPLA	BOOKS & PERIODICALS
140560	4/27/2021 12:00:00 AM	BAKER & TAYLOR CO	29.04		BOOKS & PERIODICALS
140560	4/27/2021 12:00:00 AM	BAKER & TAYLOR CO	36.62		BOOKS & PERIODICALS
140560	4/27/2021 12:00:00 AM	BAKER & TAYLOR CO	142.61		BOOKS & PERIODICALS
140560	4/27/2021 12:00:00 AM	BAKER & TAYLOR CO	172.47		BOOKS & PERIODICALS
140560	4/27/2021 12:00:00 AM	BAKER & TAYLOR CO	187.91		BOOKS & PERIODICALS
140592	4/27/2021 12:00:00 AM	EBSCO INDUSTRIES, IN	190.08	MAGAZINE SUBSCRIPTIONS	BOOKS & PERIODICALS
140603	4/27/2021 12:00:00 AM	GE MONEY BANK/AMA	244.89		BOOKS & PERIODICALS
140618	4/27/2021 12:00:00 AM	KANOPY	231.00	LIBRARY STREAMING SERVICE	BOOKS & PERIODICALS
140630	4/27/2021 12:00:00 AM	MIDWEST TAPE, LLC	10.79		BOOKS & PERIODICALS

140630	4/27/2021 12:00:00 AM	MIDWEST TAPE, LLC	11.24		BOOKS & PERIODICALS
140630	4/27/2021 12:00:00 AM	MIDWEST TAPE, LLC	14.99		BOOKS & PERIODICALS
140630	4/27/2021 12:00:00 AM	MIDWEST TAPE, LLC	20.24	AV MATERIALS AND HOOPLA	BOOKS & PERIODICALS
140630	4/27/2021 12:00:00 AM	MIDWEST TAPE, LLC	20.53		BOOKS & PERIODICALS
140630	4/27/2021 12:00:00 AM	MIDWEST TAPE, LLC	24.73		BOOKS & PERIODICALS
140630	4/27/2021 12:00:00 AM	MIDWEST TAPE, LLC	29.99		BOOKS & PERIODICALS
140630	4/27/2021 12:00:00 AM	MIDWEST TAPE, LLC	36.72		BOOKS & PERIODICALS
140630	4/27/2021 12:00:00 AM	MIDWEST TAPE, LLC	37.49		BOOKS & PERIODICALS
140630	4/27/2021 12:00:00 AM	MIDWEST TAPE, LLC	48.74		BOOKS & PERIODICALS
140630	4/27/2021 12:00:00 AM	MIDWEST TAPE, LLC	50.21		BOOKS & PERIODICALS
140630	4/27/2021 12:00:00 AM	MIDWEST TAPE, LLC	112.42		BOOKS & PERIODICALS
140630	4/27/2021 12:00:00 AM	MIDWEST TAPE, LLC	120.67		BOOKS & PERIODICALS
140630	4/27/2021 12:00:00 AM	MIDWEST TAPE, LLC	179.90		BOOKS & PERIODICALS
140630	4/27/2021 12:00:00 AM	MIDWEST TAPE, LLC	2,211.54		BOOKS & PERIODICALS
923004636	4/15/2021 12:00:00 AM	REGIONS/CREDIT CARD	27.26		BOOKS & PERIODICALS
140276	4/6/2021 12:00:00 AM	TECHSOUP GLOBAL	145.00	VERITAS BACKUP EXEC 21	COMPUTER SOFTWARE
140309	4/13/2021 12:00:00 AM	BRIDGEALL LIBRARIES	12,500.00	ANNUAL SUBSCRIPTION	COMPUTER SOFTWARE
140655	4/27/2021 12:00:00 AM	THICKSTAT, INC	3,150.00	MYLIBRO APP	COMPUTER SOFTWARE
923004636	4/15/2021 12:00:00 AM	REGIONS/CREDIT CARD	1,999.00		COMPUTER SOFTWARE
140490	4/20/2021 12:00:00 AM	ILLINOIS LIBRARY ASS	600.00	2021 REACHING FORWARD ILLINOIS CONFERENCE	CONFERENCES & TRAVEL
140506	4/20/2021 12:00:00 AM	MIDWEST ARCHIVES C	25.00	MAC REG FEE R DAMPTZ	CONFERENCES & TRAVEL
923004636	4/15/2021 12:00:00 AM	REGIONS/CREDIT CARD	-948.96	ACCT 3978	CONFERENCES & TRAVEL
923004636	4/15/2021 12:00:00 AM	REGIONS/CREDIT CARD	98.00		CONFERENCES & TRAVEL
140221	4/6/2021 12:00:00 AM	DANVILLE PUBLIC LIB	16.00	LOST ITEMS (N DAVIS #21202008413822)	LOST OR DAMAGED BOOKS
140221	4/6/2021 12:00:00 AM	DANVILLE PUBLIC LIB	22.00	LOST ITEMS (P PALMER #21202008412063)	LOST OR DAMAGED BOOKS
140232	4/6/2021 12:00:00 AM	EDWARDSVILLE PUBLI	24.95	LOST ITEMS (J SCHNIEDERJAN #21202008426766)	LOST OR DAMAGED BOOKS
140554	4/27/2021 12:00:00 AM	ALLERTON PUBLIC LIB	129.99	LOST ITEMS / PAGEL #21202008312982	LOST OR DAMAGED BOOKS
140584	4/27/2021 12:00:00 AM	DANVILLE PUBLIC LIB	197.89	LOST/DAMAGED ITEMS	LOST OR DAMAGED BOOKS
140593	4/27/2021 12:00:00 AM	EDWARDSVILLE PUBLI	27.95	LOST ITEMS / GIRDLER #21202008339852	LOST OR DAMAGED BOOKS
140635	4/27/2021 12:00:00 AM	MT ZION DISTRICT LIB	152.00	LOST ITEMS / MOFFETT/NIHISER/SPANGLER/DISTELRATH	LOST OR DAMAGED BOOKS
923004636	4/15/2021 12:00:00 AM	REGIONS/CREDIT CARD	119.00		MEMBERSHIP FEES
923004636	4/15/2021 12:00:00 AM	REGIONS/CREDIT CARD	225.00	ACCT 3978	MEMBERSHIP FEES
140206	4/6/2021 12:00:00 AM	BAKER & TAYLOR CO	1.38	BOOKS AND ENTERTAINMENT 2021	OFFICE SUPPLIES
140206	4/6/2021 12:00:00 AM	BAKER & TAYLOR CO	7.59		OFFICE SUPPLIES
140206	4/6/2021 12:00:00 AM	BAKER & TAYLOR CO	10.35		OFFICE SUPPLIES
140206	4/6/2021 12:00:00 AM	BAKER & TAYLOR CO	17.94		OFFICE SUPPLIES
140206	4/6/2021 12:00:00 AM	BAKER & TAYLOR CO	32.55		OFFICE SUPPLIES
140208	4/6/2021 12:00:00 AM	BECK'S ENGRAVING &	18.00	NAME BADGES	OFFICE SUPPLIES
140215	4/6/2021 12:00:00 AM	CDW GOVERNMENT IN	132.84	INKJET / DESK DRAWER	OFFICE SUPPLIES
140239	4/6/2021 12:00:00 AM	GE MONEY BANK/AMA	102.41	ACCT 8641	OFFICE SUPPLIES
140301	4/13/2021 12:00:00 AM	BAKER & TAYLOR CO	4.65	BOOKS AND ENTERTAINMENT 2021	OFFICE SUPPLIES
140301	4/13/2021 12:00:00 AM	BAKER & TAYLOR CO	6.12		OFFICE SUPPLIES
140301	4/13/2021 12:00:00 AM	BAKER & TAYLOR CO	8.88		OFFICE SUPPLIES
140301	4/13/2021 12:00:00 AM	BAKER & TAYLOR CO	16.86		OFFICE SUPPLIES
140301	4/13/2021 12:00:00 AM	BAKER & TAYLOR CO	18.09		OFFICE SUPPLIES
140301	4/13/2021 12:00:00 AM	BAKER & TAYLOR CO	20.34		OFFICE SUPPLIES
140301	4/13/2021 12:00:00 AM	BAKER & TAYLOR CO	21.99		OFFICE SUPPLIES

140301	4/13/2021 12:00:00 AM	BAKER & TAYLOR CO	37.71		OFFICE SUPPLIES
140330	4/13/2021 12:00:00 AM	DEMCO INC	679.48	OFFICE SUPPLIES	OFFICE SUPPLIES
140337	4/13/2021 12:00:00 AM	ENVISIONWARE, INC	1,546.00		OFFICE SUPPLIES
140376	4/13/2021 12:00:00 AM	MIDWEST TAPE, LLC	2.40	AV MATERIALS AND HOOPLA	OFFICE SUPPLIES
140376	4/13/2021 12:00:00 AM	MIDWEST TAPE, LLC	8.05		OFFICE SUPPLIES
140376	4/13/2021 12:00:00 AM	MIDWEST TAPE, LLC	12.00		OFFICE SUPPLIES
140376	4/13/2021 12:00:00 AM	MIDWEST TAPE, LLC	12.32		OFFICE SUPPLIES
140405	4/13/2021 12:00:00 AM	ROSE DREW, INC	375.84	BOOK SUPPLIES	OFFICE SUPPLIES
140433	4/20/2021 12:00:00 AM	BAKER & TAYLOR CO	4.05	BOOKS AND ENTERTAINMENT 2021	OFFICE SUPPLIES
140433	4/20/2021 12:00:00 AM	BAKER & TAYLOR CO	4.83		OFFICE SUPPLIES
140433	4/20/2021 12:00:00 AM	BAKER & TAYLOR CO	17.25		OFFICE SUPPLIES
140433	4/20/2021 12:00:00 AM	BAKER & TAYLOR CO	21.18		OFFICE SUPPLIES
140436	4/20/2021 12:00:00 AM	BECK'S ENGRAVING &	11.00	S-2 RED INK PAD/NAME BADGE	OFFICE SUPPLIES
140468	4/20/2021 12:00:00 AM	DEMCO INC	110.96	KAPCO EASY BIND REPAIR TAPE	OFFICE SUPPLIES
140560	4/27/2021 12:00:00 AM	BAKER & TAYLOR CO	2.76	BOOKS AND ENTERTAINMENT 2021	OFFICE SUPPLIES
140560	4/27/2021 12:00:00 AM	BAKER & TAYLOR CO	5.52		OFFICE SUPPLIES
140560	4/27/2021 12:00:00 AM	BAKER & TAYLOR CO	7.59		OFFICE SUPPLIES
140603	4/27/2021 12:00:00 AM	GE MONEY BANK/AMA	116.98	ACCT 8641	OFFICE SUPPLIES
140630	4/27/2021 12:00:00 AM	MIDWEST TAPE, LLC	1.15	AV MATERIALS AND HOOPLA	OFFICE SUPPLIES
140630	4/27/2021 12:00:00 AM	MIDWEST TAPE, LLC	1.25		OFFICE SUPPLIES
140630	4/27/2021 12:00:00 AM	MIDWEST TAPE, LLC	1.50		OFFICE SUPPLIES
140630	4/27/2021 12:00:00 AM	MIDWEST TAPE, LLC	2.30		OFFICE SUPPLIES
140630	4/27/2021 12:00:00 AM	MIDWEST TAPE, LLC	2.40		OFFICE SUPPLIES
140630	4/27/2021 12:00:00 AM	MIDWEST TAPE, LLC	3.00		OFFICE SUPPLIES
140630	4/27/2021 12:00:00 AM	MIDWEST TAPE, LLC	4.60		OFFICE SUPPLIES
140630	4/27/2021 12:00:00 AM	MIDWEST TAPE, LLC	5.01		OFFICE SUPPLIES
140630	4/27/2021 12:00:00 AM	MIDWEST TAPE, LLC	6.16		OFFICE SUPPLIES
140630	4/27/2021 12:00:00 AM	MIDWEST TAPE, LLC	7.31		OFFICE SUPPLIES
140630	4/27/2021 12:00:00 AM	MIDWEST TAPE, LLC	9.30		OFFICE SUPPLIES
140630	4/27/2021 12:00:00 AM	MIDWEST TAPE, LLC	9.40		OFFICE SUPPLIES
140630	4/27/2021 12:00:00 AM	MIDWEST TAPE, LLC	16.28		OFFICE SUPPLIES
140630	4/27/2021 12:00:00 AM	MIDWEST TAPE, LLC	34.66		OFFICE SUPPLIES
140663	4/27/2021 12:00:00 AM	ULINE	110.40	CUST # 2421751 / OFFICE SUPPLIES	OFFICE SUPPLIES
923004636	4/15/2021 12:00:00 AM	REGIONS/CREDIT CARD	52.20		OFFICE SUPPLIES
923004636	4/15/2021 12:00:00 AM	REGIONS/CREDIT CARD	175.31		OFFICE SUPPLIES
923004636	4/15/2021 12:00:00 AM	REGIONS/CREDIT CARD	230.85		OFFICE SUPPLIES
140239	4/6/2021 12:00:00 AM	GE MONEY BANK/AMA	187.86		OTHER LIBRARY GRANT EXPEN
140250	4/6/2021 12:00:00 AM	JESSICA HILL CONSULT	1,000.00	INDEPENDENT CONTRACTOR 3/15-3/26'21	OTHER LIBRARY GRANT EXPEN
140493	4/20/2021 12:00:00 AM	JESSICA HILL CONSULT	1,000.00	WEEK OF 3/29/21-4/10/21	OTHER LIBRARY GRANT EXPEN
140321	4/13/2021 12:00:00 AM	COMMERCIAL MAIL SE	209.62	MAR 16 MAR 31'21	POSTAGE
140454	4/20/2021 12:00:00 AM	COMMERCIAL MAIL SE	235.01	APR 1 - APR 15'21	POSTAGE
140233	4/6/2021 12:00:00 AM	ERICKSON DAVIS, ATT	375.00	LEGAL SERVICES	PROFESSIONAL SERVICES
140251	4/6/2021 12:00:00 AM	JONES & THOMAS	400.00	WEB SERVICE/BASE SERVER/HOSTING & MAINTENANCE	PROFESSIONAL SERVICES
140495	4/20/2021 12:00:00 AM	JONES & THOMAS	250.00	SSL CERTIFICATION	PROFESSIONAL SERVICES
140495	4/20/2021 12:00:00 AM	JONES & THOMAS	400.00	WEB SERVICES	PROFESSIONAL SERVICES
923004636	4/15/2021 12:00:00 AM	REGIONS/CREDIT CARD	49.00		PROFESSIONAL SERVICES
140262	4/6/2021 12:00:00 AM	NCI BUSINESS SYSTEM	39.75	NCI-ANNUAL PO FOR DUPLICATOR-2	SERV-OFFICE EQUIPMENT

140420	4/13/2021 12:00:00 AM	WATTS COPY SYSTEMS	533.15	WATT COPY SYSTEMS SERVICES	SERV-OFFICE EQUIPMENT
140264	4/6/2021 12:00:00 AM	OFFICEFURNITURE.COM	1,027.00	OFFICE FURNITURE	SMALL CAPITAL ITEMS
140603	4/27/2021 12:00:00 AM	GE MONEY BANK/AMA	795.91	ACCT 8641	SMALL CAPITAL ITEMS
923004636	4/15/2021 12:00:00 AM	REGIONS/CREDIT CARD	171.00		SMALL CAPITAL ITEMS
140389	4/13/2021 12:00:00 AM	PAETEC	53.30	ACCT 633318933001	TELEPHONE
140389	4/13/2021 12:00:00 AM	PAETEC	89.60	ACCT 633292627001	TELEPHONE
140573	4/27/2021 12:00:00 AM	CALL ONE	707.82	ACCT 1212890	TELEPHONE
59 LIBRARY TRUST FUNDS					
<u>CHECK NO.</u>	<u>Check Date</u>	<u>VENDOR</u>	<u>Amount</u>	<u>ITEM DESCRIPTION</u>	<u>ACCOUNT DESCRIPTION</u>
140206	4/6/2021 12:00:00 AM	BAKER & TAYLOR CO	17.84	BOOKS AND ENTERTAINMENT 2021	BOOKS & PERIODICALS
140206	4/6/2021 12:00:00 AM	BAKER & TAYLOR CO	47.97		BOOKS & PERIODICALS
140231	4/6/2021 12:00:00 AM	EDC EDUCATIONAL SV	19.98	DIRECT ORDER CHILDRENS BOOKS	BOOKS & PERIODICALS
140301	4/13/2021 12:00:00 AM	BAKER & TAYLOR CO	54.12	BOOKS AND ENTERTAINMENT 2021	BOOKS & PERIODICALS
140301	4/13/2021 12:00:00 AM	BAKER & TAYLOR CO	107.04		BOOKS & PERIODICALS
140301	4/13/2021 12:00:00 AM	BAKER & TAYLOR CO	235.10		BOOKS & PERIODICALS
140376	4/13/2021 12:00:00 AM	MIDWEST TAPE, LLC	2.30	AV MATERIALS AND HOOPLA	BOOKS & PERIODICALS
140376	4/13/2021 12:00:00 AM	MIDWEST TAPE, LLC	10.35		BOOKS & PERIODICALS
140376	4/13/2021 12:00:00 AM	MIDWEST TAPE, LLC	23.59		BOOKS & PERIODICALS
140433	4/20/2021 12:00:00 AM	BAKER & TAYLOR CO	19.99	BOOKS AND ENTERTAINMENT 2021	BOOKS & PERIODICALS
140433	4/20/2021 12:00:00 AM	BAKER & TAYLOR CO	38.43		BOOKS & PERIODICALS
140630	4/27/2021 12:00:00 AM	MIDWEST TAPE, LLC	51.03	AV MATERIALS AND HOOPLA	BOOKS & PERIODICALS

DPL FY 2021 Budget Report

Prepared: May 3, 2021

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

Revenue

	FY 2021 Budgeted	% of Budget	Actual YTD	% Collected	FY20 YTD	% Change
Property Taxes	\$ 2,842,000	72.9%	\$ 50,732.01	1.8%	\$ -	#DIV/0!
All Other	\$ 1,055,252	27.1%	\$ 377,474.91	35.8%	\$ 344,757.61	9.5%
Total Revenue	\$ 3,897,252		\$ 428,206.92	11.0%	\$ 344,757.61	24.2%

Expense

% Expended

Personnel

Payroll	\$ 1,646,241		\$ 569,358.28		\$ 541,336.93	5.2%
Benefits	\$ 797,034		\$ 269,765.50		\$ 266,475.43	1.2%
	\$ 2,443,275	61.9%	\$ 839,123.78	34.3%	\$ 807,812.36	3.9%

Library Materials

Books, Periodicals, et	\$ 245,000		\$ 136,534.36	55.7%	\$ 104,152.83	31.1%
Per Capita	\$ 103,250		\$ -	0.0%	\$ -	#DIV/0!
Lost/Damage	\$ 3,000.00		\$ 694.70	23.2%	\$ 174.27	n/a
Total Materials	\$ 351,250	9.3%	\$ 137,229.06	39.1%	\$ 104,327.10	31.5%

Professional Services

Professional Services	\$ 40,000		\$ 2,767.99	6.9%	\$ 13,463.75	-79.4%
Temp Agency	\$ 500		\$ 3,531.16	706.2%	\$ -	#DIV/0!
Bank Service Charges	\$ 150		\$ 147.44	98.3%	\$ 43.90	2.358542
Total	\$ 40,650	1.1%	\$ 6,446.59	15.9%	\$ 13,507.65	-52.3%

Allocations

Administrative Fee	\$	124,872		\$	41,624.00	33.3%	\$	30,968.00	34.4%
MIS	\$	40,116		\$	13,372.00	33.3%	\$	13,000.00	2.9%
	\$	164,988	4.4%	\$	54,996.00	33.3%	\$	43,968.00	25.1%

Grants

PNG	\$	-		\$	-	#DIV/0!	\$	3,918.59	-100.0%
Other grants	\$	75,000		\$	7,233.87	9.6%	\$	1,465.97	393.5%
	\$	75,000	2.0%	\$	7,233.87	9.6%	\$	5,384.56	34.3%

Advertising	\$	500	0.01%	\$	421.00	84.2%	\$	-	#DIV/0!
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Office Supplies/Maintenance

Printing/Binding	\$	300		\$	-	0.0%	\$	-	#DIV/0!
Postage	\$	8,000		\$	1,706.33	21.3%	\$	3,351.79	-49.1%
Service to Office Equi	\$	20,000		\$	2,978.95	14.9%	\$	2,966.43	0.4%
Telephone	\$	15,000		\$	6,719.14	44.8%	\$	4,346.24	54.6%
Software	\$	40,000		\$	27,046.00	67.6%	\$	15,873.90	70.4%
Office Supplies	\$	25,000		\$	9,570.22	38.3%	\$	5,841.04	63.8%
Small Capital	\$	30,000		\$	3,035.01	10.1%	\$	23,029.98	-86.8%
	\$	138,300	3.7%	\$	51,055.65	36.9%	\$	55,409.38	-7.9%

Staff Development

Conferences/Training	\$	15,000		\$	2,163.00	14.4%	\$	5,133.18	-57.9%
Tuition Reimburseme	\$	4,000		\$	-	0.0%	\$	-	#DIV/0!
Membership	\$	57,000		\$	1,024.00	1.8%	\$	2,725.95	-62.4%
	\$	76,000	2.0%	\$	3,187.00	4.2%	\$	7,859.13	-59.4%

Insurance

Unemployment	\$	1,332		\$	444.00	33.3%	\$	448.00	-0.9%
Medical expenses/CO	\$	-		\$	-	#DIV/0!	\$	59.48	-100.0%

Risk Management	\$	71,484		\$	23,828.00	33.3%	\$	25,632.00	-7.0%
	\$	72,816	1.9%	\$	24,272.00	33.3%	\$	26,139.48	-7.1%

Building Costs

Rent	\$	584,583.00		\$	191,668.00	32.8%	\$	191,668.00	0.0%
Supplies	\$	500		\$	-	0.0%	\$	-	#DIV/0!
Maintenace	\$	500		\$	-	0.0%	\$	-	#DIV/0!
Total Building	\$	585,583	15.5%	\$	191,668.00		\$	191,668.00	
Total Operations/Ser	\$	1,505,087	39.8%	\$	476,509.17	31.7%	\$	448,263.30	6.3%

Total Expenses	\$	3,948,362		\$	1,315,632.95	33.3%	\$	1,256,075.66	4.7%
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Revenue Minus Exper	\$	(51,110)		\$	(887,426.03)		\$	(911,318.05)	-2.6%
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Operating fund

Date	Beginning	Revenue	Expense	Balance Sheet Equals
1/1/2021	\$ 1,469,875.45	\$ 154,733.58	\$ 272,747.53	\$ - \$ 1,351,861.50
2/1/2021	\$ 1,351,861.50	\$ 54,976.71	\$ 308,131.12	\$ - \$ 1,098,707.09
3/1/2021	\$ 1,098,707.09	\$ 72,087.07	\$ 337,087.82	\$ - \$ 833,706.34
4/1/2021	\$ 833,706.34	\$ 146,409.56	\$ 397,666.48	\$ - \$ 582,449.42
5/1/2021	\$ 582,449.42			
6/1/2021	\$ -			
7/1/2021	\$ -			
8/1/2021	\$ -			
9/1/2021	\$ -			
10/1/2021	\$ -			
11/1/2021	\$ -			
12/1/2021	\$ -			
1/1/2022	\$ -			

Capital Fund Revenue Expected: \$250,000 Expense Expected: \$250,000

Date	Beginning	Plus Received	Minus Expense	Equals Ending
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1/1/2021	\$	334,994.89	\$	-	\$	-	\$ 334,994.89
2/1/2021	\$	334,994.89	\$	-	\$	-	\$ 334,994.89
3/1/2021	\$	334,994.89	\$	92.11	\$	-	\$ 335,087.00
4/1/2021	\$	335,087.00	\$	-	\$	-	\$ 335,087.00
5/1/2021	\$	335,087.00					
6/1/2021	\$	-					
7/1/2021	\$	-					
8/1/2021	\$	-					
9/1/2021	\$	-					
10/1/2021	\$	-					
11/1/2021	\$	-					
12/1/2021	\$	-					
1/1/2022	\$	-					

Trust Accounts

Cantoni

Date	Beginning	Plus Received	Minus Expense	Equals Ending
1/1/2021	\$ 58,479.83	\$ -	\$ -	\$ 58,479.83
2/1/2021	\$ 58,479.83	\$ -	\$ -	\$ 58,479.83
3/1/2021	\$ 58,479.83	\$ -	\$ -	\$ 58,479.83
4/1/2021	\$ 58,479.83	\$ -	\$ -	\$ 58,479.83
5/1/2021	\$ 58,479.83			
6/1/2021	\$ -			
7/1/2021	\$ -			
8/1/2021	\$ -			
9/1/2021	\$ -			
10/1/2021	\$ -			
11/1/2021	\$ -			
12/1/2021	\$ -			
1/1/2022	\$ -			

Meyer

Date	Beginning	Plus Received	Minus Expense	Equals Ending
1/1/2021	\$ 82,832.74	\$ -	\$ 2,036.58	\$ 80,796.16
2/1/2021	\$ 80,796.16	\$ -	\$ 2,266.51	\$ 78,529.65
3/1/2021	\$ 78,529.65	\$ -	\$ 2,367.36	\$ 76,162.29

4/1/2021	\$	76,162.29	\$	-	\$	3,078.54	\$	73,083.75
5/1/2021	\$	73,083.75						
6/1/2021	\$	-						
7/1/2021	\$	-						
8/1/2021	\$	-						
9/1/2021	\$	-						
10/1/2021	\$	-						
11/1/2021	\$	-						
12/1/2021	\$	-						
1/1/2022	\$	-						

Memorials/Donations

Date	Beginning	Plus Received	Minus Expense	Equals Ending
1/1/2021	\$ 25,606.07	\$ 1,180.00	\$ 357.08	\$ 26,428.99
2/1/2021	\$ 26,428.99	\$ 130.00	\$ 1,971.42	\$ 24,587.57
3/1/2021	\$ 24,587.57	\$ 530.00	\$ 610.30	\$ 24,507.27
4/1/2021	\$ 24,507.27	\$ 50.00	\$ 627.74	\$ 23,929.53
5/1/2021	\$ 23,929.53			
6/1/2021	\$ -			
7/1/2021	\$ -			
8/1/2021	\$ -			
9/1/2021	\$ -			
10/1/2021	\$ -			
11/1/2021	\$ -			
12/1/2021	\$ -			
1/1/2022	\$ -			

Total	Beginning	Plus Received	Minus Expense	Balance Sheet	Ending
1/1/2021	\$ 1,898,769.18	\$ 155,913.58	\$ 275,141.19	\$ -	\$ 1,779,541.57
2/1/2021	\$ 1,779,541.57	\$ 55,106.71	\$ 312,369.05	\$ -	\$ 1,522,279.23
3/1/2021	\$ 1,522,279.23	\$ 72,709.18	\$ 340,065.48	\$ -	\$ 1,254,922.93
4/1/2021	\$ 1,254,922.93	\$ 146,459.56	\$ 401,372.76	\$ -	\$ 1,000,009.73
5/1/2021	\$ 1,000,009.73				
6/1/2021	\$ -				
7/1/2021	\$ -				
8/1/2021	\$ -				

9/1/2021	\$	-
10/1/2021	\$	-
11/1/2021	\$	-
12/1/2021	\$	-
1/1/2022	\$	-

Library Operating Revenue

Fund	Budgeted	Projected	Difference
Real Estate Taxes	\$ 2,842,000	\$ 2,842,000	\$ -
PPRT	\$ 259,920	\$ 394,168	\$ 134,248
State Grants or other	\$ 103,250	\$ 103,250	\$ -
Other Grants	\$ 75,000	\$ 19,715	\$ (55,286)
PILOT	\$ 563,832	\$ 563,832	\$ -
Fines	\$ 5,000	\$ 3,392	\$ (1,608)
Non-Resident Fee	\$ 150	\$ 1	\$ (149)
Lost or Damaged Items	\$ 2,300	\$ 2,517	\$ 217
Copies/Miscellaneous	\$ 3,500	\$ 11,548	\$ 8,048
Meeting Room Fees	\$ 4,500	\$ -	\$ (4,500)
Transfer from Meyer Fund	\$ 28,000	\$ 26,652	\$ (1,348)
Interest Income	\$ 2,600	\$ 4	\$ (2,596)
Investment Income	\$ 4,700	\$ -	\$ (4,700)
Sale of Property	\$ -	\$ -	\$ -
Sublease	\$ 1,500	\$ 1,500	\$ -
Miscellaneous Income	\$ 1,000	\$ 5	\$ (995)
Transfer from	\$ -	\$ -	\$ -
Totals	\$ 3,897,252	\$ 3,968,583	\$ 71,331

Expenditures

Fund	Budgeted	Projected	Difference
Salaries	\$ 1,646,241	\$ 1,664,545	\$ (18,304)
Overtime	\$ -	\$ 688	\$ (688)
IMRF	\$ 199,182	\$ 199,103	\$ 79
FICA/Medicare	\$ 126,011	\$ 126,351	\$ (340)
Life insurance	\$ 3,078	\$ 2,848	\$ 230
Medical insurance	\$ 452,400	\$ 442,000	\$ 10,400
Service recognition	\$ 16,363	\$ 18,628	\$ (2,265)
Total Personnel	\$ 2,443,275	\$ 2,454,164	\$ (10,889)
Fund	Budgeted		
Unemployment insurance	\$ 1,332	\$ 1,332	\$ -
Advertising	\$ 500	\$ 1,263.00	\$ (763)
Printing/binding	\$ 300	0	\$ 300
Service to maintain Building	\$ 500	0	\$ 500
Service to Office Equipment	\$ 20,000	\$ 20,523.48	\$ (523)
IT Services	\$ 40,116	\$ 40,116	\$ -
Telephone	\$ 15,000	\$ 24,358.37	\$ (9,358)
Banking Service Charges	\$ 150	\$ 779.82	\$ (630)
Conferences/Travel/Continuing E	\$ 15,000	\$ 3,033.39	\$ 11,967
General Fund	\$ 124,872	\$ 124,872	\$ -
Postage	\$ 8,000	\$ 3,427	\$ 4,573

Computer Software	\$ 40,000	\$ 71,753	\$ (31,753)
Medical Expenses/ COVID-19	\$ -	\$ -	\$ -
Temp Agency Services	\$ 500	\$ 3,531	\$ (3,031)
Tuition Reimbursement	\$ 4,000	\$ 4,000	\$ -
Professional Services	\$ 40,000	\$ 5,187	\$ 34,813
Membership Fees	\$ 57,000	\$ 57,000	\$ -
Materials for Buildings	\$ 500	200	\$ 300
PNG Grant	\$ -	\$ -	\$ -
Per Capita Grant	\$ 103,250	\$ 103,250	\$ -
Other Grant	\$ 75,000	\$ 29,650	\$ 45,350
Office Supplies	\$ 25,000	\$ 33,934	\$ (8,934)
Risk Management	\$ 71,484	\$ 71,484	\$ -
Small Capital	\$ 30,000	\$ 3,718	\$ 26,282
Rent	\$ 584,583	\$ 584,583	\$ -
Books & Other Materials	\$ 245,000	\$ 245,000	\$ -
Lost or Damaged	\$ 3,000	\$ 5,445	\$ (2,445)
Total operating	\$ 1,505,087	\$ 1,438,439	\$ 66,648
Total expense	\$ 3,948,362	\$ 3,892,603	\$ 55,759
Surplus (deficit)	\$ (51,110.00)	\$ 75,980.63	\$ (127,091)



EXISTING

Quantity: One (1) single sided, full color EMC to replace existing signage

Cabinet - 3'5"H x 14'3"W

Viewing Area - 3'H x 14'W

Bendsen
Signs & Graphics, Inc.

1506 E. McBride
Decatur, Illinois
62526
Phone: 217.877.2345
Fax: 217.877.2347

www.bsg1946.com

Project:
Decatur Public Library

Address:
130 S. Franklin
Decatur, IL 62523

Account Manager:
Matt Roush

Designer:
E.S.

Scale: N.T.S.

Design No. DPL_100

Date: 2-20-20

Revisions:

-APPROVALS-

ACCT. MANAGER	DATE
DESIGNER	DATE
CUSTOMER	DATE

This is an original unpublished drawing confidentially submitted for your personal use in connection with a project being planned for you by Bendsen Signs & Graphics, Inc. It is not to be shown or described to other nor is it to be used, reproduce, copied or exhibited in any fashion.

Note: Proofs will predict design layout, text accuracy, image proportion and placement. Colors on a digital screen or printed proof may not reflect actual color.



EXISTING

Quantity: One (1) single sided, full color EMC to replace existing signage

Cabinet - 3'5"H x 14'3"W
Viewing Area - 3'H x 14'W



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Designer:
E.S.

Scale: N.T.S.

Design No. DPL_100a

Date: 2-20-20

Revisions:

-APPROVALS-	
ACCT. MANAGER	DATE
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1506 East McBride Ave.
Decatur, IL 62526
217-877-2345 ▪ www.bsg1946.com

PROPOSAL
Proposal #: 16901

Proposal Date: 03/05/21
Customer #: 1124
Page: 1 of 4

SOLD TO:	JOB LOCATION:
DECATUR PUBLIC LIBRARY 130 N FRANKLIN ST DECATUR IL 62523	DECATUR PUBLIC LIBRARY 130 N FRANKLIN ST DECATUR IL 62523 REQUESTED BY: Rick Meyer

Bendsen Signs & Graphics (HEREINAFTER CALLED THE "COMPANY") HEREBY PROPOSES TO FURNISH ALL THE MATERIALS AND PERFORM ALL THE LABOR NECESSARY FOR THE COMPLETION OF:

QTY	DESCRIPTION	UNIT PRICE	TOTAL PRICE
1	QUOTE #11686 LED Message Center - 16mm - Full Color - Materials Furnish one (1) 16mm Watchfire full color EMC, W-Series. The unit measures 3'5" tall x 14'3" wide (54x252 LED matrix and 3' tall x 14' wide active area). The unit is single sided and has a lifetime broadband communication method. The viewing angles of the LED's are 140 degrees horizontal and 70 degrees vertical. The unit has a color palette of 18 quadrillion colors. The unit comes with a copy of the Ignite software program and includes on site training by Bendsen Signs. A temperature sensor is also included for displaying time and temperature. The unit will update via a broadband communication connection with lifetime service plan. The unit is also capable of displaying pre-recorded video clips at a rate of 30 frames per second. The EMC will require one (1) 120volt, 12amp single phase electrical service.	\$23,928.00	\$23,928.00
1	QUOTE #11687 LED Message Center Installation Provide labor and equipment to install the above noted LED message center sign onto the existing support structure. Bendsen Signs will make all final electrical connections to the above noted signage. Electrical service shall be provided at the location of the sign by the customer.	\$2,656.00	\$2,656.00

ALL MATERIAL IS GUARANTEED TO BE AS SPECIFIED, AND THE ABOVE TO BE IN ACCORDANCE WITH THE DRAWINGS AND OR SPECIFICATIONS SUBMITTED FOR THE ABOVE WORK AND COMPLETED IN A WORKMANLIKE MANNER FOR THE SUM OF:

TOTAL PROPOSAL AMOUNT: \$26,584.00

TERMS: 50.0% DOWN, BALANCE DUE ON COMPLETION

THIS PRICE DOES NOT INCLUDE ELECTRICAL HOOKUP, PERMITS, ENGINEERING OR TAX UNLESS SPECIFICALLY STATED.

COMPANY INITIALS _____

CUSTOMER INITIALS _____



1506 East McBride Ave.
Decatur, IL 62526
217-877-2345 • www.bsg1946.com

PROPOSAL

Proposal #: 16901

Proposal Date: 03/05/21
Customer #: 1124
Page: 2 of 4

NOTE: THIS PROPOSAL MAY BE WITHDRAWN IF NOT ACCEPTED WITHIN 30 DAYS. WORK WILL NOT BEGIN UNTIL DOWN PAYMENT AND WRITTEN ACCEPTANCE IS RECEIVED.

ANY ALTERATION FROM THE ABOVE SPECIFICATIONS INVOLVING EXTRA COSTS, WILL BE EXECUTED ONLY UPON WRITTEN ORDERS, AND WILL BECOME AN EXTRA CHARGE OVER AND ABOVE THE ESTIMATE TO BE PAID BY THE PURCHASER.

TERMS AND CONDITIONS

1. UPON DEFAULT IN THE PAYMENT OF ANY SUMS HEREIN AGREED, Bendsen Signs & Graphics MAY, AT ITS OPTION, DECLARE THE ENTIRE BALANCE PRICE FULLY DUE AND PAYABLE WITHOUT FURTHER NOTICE TO CUSTOMER; AND WHEN DECLARED, CUSTOMER AGREES TO PAY INTEREST ON SAID BALANCE, WHEN DECLARED DUE AT THE RATE OF 1.5% PER MONTH. CUSTOMER FURTHER AGREES TO PAY ALL REASONABLE COSTS OF COLLECTION OF SAID BALANCE INCURRED BY THE COMPANY, INCLUDING ATTORNEY'S FEES.
2. BOTH PARTIES HERETO AGREE THAT THE TITLE TO SAID ELECTRICAL SIGN SHALL REMAIN IN THE COMPANY UNTIL PAID FOR IN FULL, BUT AFTER DELIVERY TO THE CUSTOMER ALL OF DAMAGE FROM FIRE OR OTHER CAUSES AFTER SAID DELIVERY SHALL BE ASSUMED BY SAID CUSTOMER AND WILL NOT EFFECT THE RIGHTS OF THE COMPANY TO ENFORCE OF THE PURCHASE PRICE THEN UNPAID.
3. IT IS FURTHER AGREED BY BOTH PARTIES THAT ALL PROVISIONS IN REGARD TO THE PROJECT ARE CONTAINED IN WRITING HEREIN.
4. ALL TERMS AND CONDITIONS OF THIS CONTRACT SHALL BE BINDING UPON ANY SUCCESSORS, ASSIGNEES OR OTHER LEGAL REPRESENTATIVES OF THE RESPECTIVE PARTIES BUT NO ASSIGNMENT SHALL BE MADE BY THE CUSTOMER WITHOUT THE CONSENT IN WRITING THE COMPANY UNLESS FULL PAYMENT OF THE TOTAL CONSIDERATION HAS BEEN MADE.
5. Bendsen Signs & Graphics SHALL SECURE ALL NECESSARY PERMITS FROM THE GOVERNING BOARD OR MUNICIPALITY, AND/OR OTHERS WHOSE PERMISSION IS REQUIRED FOR THE INSTALLATION OF THE SIGN AND SAID SHALL BE LIABLE FOR ANY OBSTRUCTION OF DELIVERY DUE TO DELAY IN OBTAINING SUCH PERMISSION, AND IF CUSTOMER EXECUTES THIS CONTRACT OF SALES WITHOUT EVER OBTAINING PERMISSION FROM PARTY OR PARTIES NECESSARY FOR THE INSTALLATION OF SAID SIGN, THEN HE PURCHASES SAME AND IS BOUND TO THE TERMS AND CONDITIONS OF THIS CONTRACT AS THOUGH HE HAD OBTAINED SAID PERMISSION AND HE AGREES TO RELIEVE THE COMPANY FROM ANY LIABILITY FOR ITS FAILURE WITHIN 10 DAYS OF DELIVERY TO ERECT OR INSTALL SAID SIGN. VARIANCES ARE NOT INCLUDED UNLESS OTHERWISE SPECIFIED.
6. CUSTOMER AGREES TO PROVIDE SERVICE FEED WIRE OF SUITABLE CAPACITY AND APPROVED TO LOCATION OF DISPLAY IN ADVANCE OF INSTALLATION, AND MAKE CONNECTION THEREOF TO DISPLAY.
7. WHEN PIER DRILLING IS NECESSARY, THE COMPANY WILL CONTACT DIG TESS TO LOCATE PUBLIC UTILITIES. LOCATION OF PRIVATE UTILITIES IS SOLE RESPONSIBILITY OF THE CUSTOMER. IN THE EVENT ROCK IS ENCOUNTERED IN THE DRILLING PROCESS, TO THE POINT WHERE SPECIAL EQUIPMENT IS REQUIRED, ADDITIONAL MONIES MAY BE REQUESTED IN WRITING BY THE COMPANY.
8. ALL PRODUCTS MANUFACTURED BY THE COMPANY ARE GUARANTEED UNCONDITIONALLY AGAINST DEFECTIVE PARTS, MATERIALS AND WORKMANSHIP, WITH EXCEPTION OF INCANDESCENT AND FLUORESCENT LAMPS AS THEY ARE NEVER GUARANTEED, FOR A PERIOD OF ONE YEAR (1) YEAR. FOR THE NEXT THREE HUNDRED THIRTY (330) DAYS, AND MATERIAL, WITH THE EXCEPTION OF THE LAMPS, WILL BE REPLACED AT NO COST TO THE BUYER FOR THIS MATERIAL. THE COST OF LABOR, HOWEVER, WILL BE CHARGED AT HOURLY RATES.

THIS PROPOSAL DOES NOT BECOME EFFECTIVE UNTIL SIGNED AND DATED BY THE COMPANY; ONCE SIGNED THIS PROPOSAL WILL EXPIRE AFTER 30 DAYS.

THE ABOVE PRICES, SPECIFICATIONS, AND CONDITIONS ARE SATISFACTORY AND ARE HEREBY ACCEPTED. YOU ARE AUTHORIZED TO DO THE WORK AS SPECIFIED. PAYMENT WILL BE MADE AS OUTLINED ABOVE.

SALESPERSON: _____

DATE: _____

ACCEPTED BY: _____

TITLE: _____

SIGNATURE: _____

DATE: _____

COMPANY INITIALS _____

CUSTOMER INITIALS _____



Signs & Graphics, Inc.

1506 East McBride Ave.

Decatur, IL 62526

217-877-2345 ▪ www.bsg1946.com

PROPOSAL

Proposal #: 16901

Proposal Date: 03/05/21

Customer #: 1124

Page: 3 of 4

COMPANY INITIALS _____

CUSTOMER INITIALS _____



Signs & Graphics, Inc.

1506 East McBride Ave.
Decatur, IL 62526

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DEPOSIT INVOICE

Invoice #: DP16901

Inv Date: 03/05/21
Customer #: 1124
Page: 4 of 4

SOLD TO:	JOB LOCATION:
DECATUR PUBLIC LIBRARY 130 N FRANKLIN ST DECATUR IL 62523	DECATUR PUBLIC LIBRARY 130 N FRANKLIN ST DECATUR IL 62523 REQUESTED BY: Rick Meyer

ORDERED BY	PO NUMBER	SALESPERSON	ORDER DATE	PAYMENT TERMS	DUE DATE
Rick Meyer		JASON TOMPKINS	03/05/21	50.0% Due Upon Receipt	12/31/21

QTY	DESCRIPTION	UNIT PRICE	TOTAL PRICE
1	<p>QUOTE #11686 LED Message Center - 16mm - Full Color - Materials Furnish one (1) 16mm Watchfire full color EMC, W-Series. The unit measures 3'5" tall x 14'3" wide (54x252 LED matrix and 3' tall x 14' wide active area). The unit is single sided and has a lifetime broadband communication method. The viewing angles of the LED's are 140 degrees horizontal and 70 degrees vertical. The unit has a color palette of 18 quadrillion colors. The unit comes with a copy of the Ignite software program and includes on site training by Bendsen Signs. A temperature sensor is also included for displaying time and temperature. The unit will update via a broadband communication connection with lifetime service plan. The unit is also capable of displaying pre-recorded video clips at a rate of 30 frames per second. The EMC will require one (1) 120volt, 12amp single phase electrical service.</p>	\$23,928.00	\$23,928.00
1	<p>QUOTE #11687 LED Message Center Installation Provide labor and equipment to install the above noted LED message center sign onto the existing support structure.</p> <p>Bendsen Signs will make all final electrical connections to the above noted signage. Electrical service shall be provided at the location of the sign by the customer.</p>	\$2,656.00	\$2,656.00
<p>TOTAL PROPOSAL AMOUNT *** FINAL INVOICE AMOUNT MAY VARY UPON COMPLETION ***</p>			<p>----- \$26,584.00</p>

PLEASE PAY THIS DEPOSIT AMOUNT:	\$13,292.00
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