

- **Quincy Branch:**

Demco sale prices end 3/31/16

Utility cart (24"x18"	Reg. \$184.99	Sale	\$157.24 = \$157.24 (1)
2"x10" Changeable Sign Frame	Reg. \$19.14 each	Sale	\$ 18.18 = \$181.83 (10)
6"x6" Changeable Sign Frame	Reg. \$21.09 each	Sale	\$ 20.04 = \$400.71 (20)
Archival Box	Reg. \$27.94 each	Sale	\$ 24.59 = \$245.88 (10)
Archival Storage Carton	Reg. \$17.59 each	Sale	\$ 15.48 = \$154.80 (10)
Archival Folders/ Letter	Reg. \$39.99 each	Sale	\$ 35.20 = \$35.20 (1 pkg of 100)
Archival Folders/Legal	Reg. \$44.99 each	Sale	\$ 39.60 = <u>\$39.60</u> (1 pkg of 100)
		Estimated Shipping	\$73.55
		Total	\$1288.81

Quincy has about \$60,000 available.

- **Union Twp. Branch:**

Requests 4 new shelving units and 8 end panels to match existing.

Estimates:

Borough's Shelving:	\$2,900
Woodsmiths Custom Millwork:	\$4,000
Carpentry to modify trim, remount trim, and mount end panels:	\$1,000

Final quotes are not in for the millwork, so this is a decent percentage increase over the costs from 5 years ago to give us room for inflation (it was about \$3,000 last time). So, we are requesting not more than \$7,900 for this project. Union Twp. has about \$28,000 available.

- **District:**

After consultation with Technology and Finance Committees, we are recommending going with Square for credit card and point of sale services. The Square register software is free and we have tested it over the last month and are happy with the ease of use and quality of the reports. Square has no ongoing maintenance costs, simply a 2.75% swipe fee. The registers will allow us to pass the 2.75% fee on, so we won't have to guess with a 50-cent that is sometimes too high, sometimes too low.

The touch screen registers are \$1,075 each. This will allow us to take traditional cards, the new chip cards, and contactless payments from phones. Total for 6 branches: \$6,450 (shipping is free).

As I mentioned in my earlier report, the refund from EnvisionWare is going back into the fund balance. I'd recommend paying for these registers out of the undesignated fund balance so that the refund is still being applied to its intended project. Alternately, you could use the Other Major District Project fund, which has about \$79,000 in it at present.

Submitted by John Rucker