



McLean County Unit School District No. 5

Educating each student to achieve personal excellence.

Finance Department

1809 Hovey Ave
Normal, IL 61761
309.557.4000

TO: Board of Education
FROM: Tommy Hoerr, Director of Financial Services
CC: Dr. Kristen Weikle, Superintendent; Marty Hickman, CFO
DATE: January 15, 2025
RE: Unit Office Postage Machine Lease

Currently the District leases the postage machine at the Unit Office for \$193.54 per month, and the lease ends on February 28, 2025. The District has the option to re-lease the current machine for \$185.00 per month, or enter into a lease with a new machine for \$274.96 per month. The main difference between the current postage machine and a new machine are software updates. There won't be any additional functionality with a new machine, and Midwest Mailing & Shipping Systems, Inc. is confident that the current machine is in good working order through at least the end of 2027.

Based on this information, I recommend the District re-lease the current postage machine for \$185.00. There will be two leases that make up this amount. The actual machine will be leased through Mailing & Shipping Systems, Inc. through December 2027 for \$130.00 per month. The meter agreement will be through Quadient through December 2027 for \$55.00 per month. Both proposed agreements are attached for your review.