

Bertha Bartlett Public Library

Board Meeting – Kinne Wing

Thursday, January 25, 2017 -
6:00 pm

Opening of Meeting: Chris Feil, President

Approve Agenda: Additions or alterations

Approval of Minutes

Citizens' Appearance:

Treasurer's Report: Duane Fournier –

- P& L Expenses
- January bills

Circulation Report: Duane Fournier

Correspondence/Communications:

Board Training: Review section on Director and Staff relationships

Gilbert Update –

New Business:

- Survey to Community/focus group
- Change in cleaning service/vacuum purchase to save time
- Reinstating Movie License
- Survey for Community
- Increase bandwidth with Aureon –
- Discussion on computer support

Old Business:

- Asset inventory estimates
 - Directors' Review
-
- Adjournment

Reminder

- Next meeting: Thursday, February 22, 2017, 6 p.m.

January 2018 STAFF REPORT

We've had our ups and our downs, with busy days and quiet days keeping us guessing as to what the next weather pattern is going to bring. We did close early on Thursday, January 11 as most of the state seemed to close schools and offices, but only after contacting the city offices to see if they could help keep the sidewalks open. When I received a call before noon, recommending we close by 1 p.m, I thought that if it took over 11 years for them to suggest we close, I thought that might be a pretty strong indication of what the weather was doing to travel conditions. I had already chosen to take that day off, and pretty glad I did, as I had apparently been exposed to a stomach virus that put me to bed for the better part of 5 days. By staying home, I didn't spread it to anyone else!

I have on the agenda a request to consider purchasing a rising unit for the computers for Denise and myself. Both of us had jobs that entail a lot of computer time, Denise with cataloging and website and social media publicity, and me with reports and communication. If anyone has any recommendations, please bring them.

We had some discussion to re-initiate the Movie license, at the request of Rachael. There are times she wants to just offer a leisurely time to hang out at the library.

The Foundation met last week and voted to purchase a type of adjustment desk to test to see if this will work for me and Denise. I had hoped to mount it on my credenza, but not finding one that narrow. I'm trying to consider different room arrangements to allow that to work. Also during that meeting, we established an initial committee to meet with the Historical Society to consider options for a fundraiser for this fall. It would be on the same level as the one man show performed by Peter Grady. I've been thinking about this, and thought that since neither the Historical Society nor the GCC wanted more than a one day event, we could do this with the Historical Society, but if we also put some other events on near this, we could still have a "Storytelling Event", and we could incorporate some workshops separately, such as a writing workshop and a storytelling workshop independent of anyone else.

The BBPL Foundation has also committed to purchase adjustable computer desks to for Kolleen to test to see how we like them. I'm trying to find one small enough to sit on my credenza...with little luck. I'm not sure I want to give up my surface area on my main desk, so I might have to re-think this some. My goal is to have fewer hours sitting when I'm in the midst of reports and writing, etc., but have the ability to sit down to work when needed.

We've had intermittent trouble with our Internet connection, and feel it is time we increased our bandwidth. I have a call into Aureon concerning this. It may simply be that more and more websites have complicated graphics which use more bandwidth. I checked to see the cost to increase the bandwidth and it seems that the costs haven't changed, doubling the bandwidth would be \$82/month more. I don't think we can put this off.

Bertha Bartlett Public Library

Board Meeting

Thursday, December 28th, 2017

6:00pm

Library Meeting Room

Present: Lynn Cummings, Jessica Hensch, Matt Emerson, Director Kolleen Taylor

Called to Order: by Matt Emerson, Vice President in absence of Chris Feil

6:03p

Changes to the Agenda:

Add "Movie License" to New Business

Add additional policies "Hours/Services", "Outreach" and "Copier Charges" to Old Business

Motion to approve the agenda as amended by Cummings, seconded by Hensch, approved unanimously.

Approval of Minutes:

Motion to approve November 2017 minutes as written by Cummings, seconded by Hensch. Approved unanimously.

Citizen's Appearance:

None

Treasurer's Report

P and L:

Story City:

- The percentage for IPERS is off and needs corrected. It should likely be 60.85%.
- No other major concerns.

Gilbert:

- No major concerns for Gilbert's numbers. Taylor reports they will likely need a new receipt printer at the Gilbert site.

Bills:

Taylor reports that health insurance went down. She received a slight return, meaning that item should come in a bit under budget this year.

There is a charge for pest control. Spraying monthly was happening, but will cease for the winter months.

Charges for programming materials was slightly higher due to the gingerbread house materials. The kids enjoy this and the other patrons seem to enjoy looking at the creations.

There is one old bill from computer resource that didn't get paid on time due to billing. Is on this list.

Approval of bills for December 2017 motioned by Hensch, seconded by Cummings. Approved unanimously.

Circulation:

Still decreasing.

Juvenile circulation has decreased

- Taylor reports that this is due to fewer families checking out large numbers of books and not as many StoryTime Express stops.

E-book circulation have increased.

Correspondence/Communications:

Taylor reports that she spoke with Fran who made a generous donation to the library.

Taylor sent out thank-you letters to the families that have donated funds throughout the year.

Board Training: Trustee Handbook – First Section (6:25p – 6:55p)

Taylor explains that a policy manual is required for all libraries and must be reviewed on a regular basis. For the accreditation process, it is beneficial for the library to have more policies.

Taylor then reports on her findings with the Trustee Handbook

- The handbook will be updated this year and there will possibly be changes to the member instructions.
- Taylor asks that before the next meeting, members review the handbook.

Gilbert Update -

Circulation at Gilbert is down slightly, but the number for the citizens of Gilbert are holding from last year.

Taylor reports that the staff are looking to increase exposure of the library to increase numbers.

New Business

New Meeting Location for Next Month:

Taylor reported that the board would need to meet in the Kinne wing next month due to a patron reserving the meeting room.

Survey to the Community/Focus Group:

At Taylor's state meeting, she learned of a website that is easy to use, but she's having difficulty with it. This will be tabled until next month.

Movie Licenses:

Rachel would like to play some movies, especially around the holidays.

It is around \$300/year to have the license to play movies for the public.

Cummings asked about the movies in the park and the possibility that Parks and Rec all ready have a license through the city that the library could use. Taylor will look into this.

Change in Cleaning Service:

The current provider will be leaving this position. Taylor is thinking about hiring another person who all ready does some volunteer cleaning.

Taylor asks about a possible Roomba purchase to cut down on the time this person spends on vacuuming. Emerson reports that he will look in to options for the library as it would likely have to be a more industrial version of the home Roomba.

Survey to Community/focus group: 31st and 1st.

Taylor would like to pull together a community survey. There are programs online that help with this. This would be the first step before community planning.

May help us identify why the use of the library is down and help us to see what we need to / can do differently.

Still need to do long-range planning in the fall.

Holiday closings confirmed: December 24th – 25th and December 31st and January 1st. Gilbert closed both weekends.

Taylor wants to ensure the board members are accepting of these days.

Old Business

Review of Circulation Policy:

Could increase the time checked out for the periodicals and CD's, likely the DVD's and VHS tapes, as well. Add to the policy "the number of items borrowed may be increased at the discretion of the librarian based on patron history". Motion to approved the amended circulation policy by Cummings. Seconded by Hensch and approved unanimously.

Review of Outreach Program Policy

Tricia reports that the outreach program for Cedar Place and Bethany Manor is getting more difficult and we're wondering if it is worth the time and energy expended to take the materials out to these places.

From the policy, we will remove "distributed by volunteers" and instead change it to just "distributed". Hensch motions to approve the changes to this policy, Cummings seconds. Approved unanimously.

Hours and Service Policy

The only change for this policy is Gilbert's hours to Wednesdays 8a – 1p.
Cummings motions for the change to the "Hours and Service" policy. Hensch seconds.
Approved unanimously.

Copier Charges Policy

The board reviewed the charges. Change the poster size to "11x17". Many patrons ask for assistance with scanning. There is usually no problem with this until it is more than 5 pages.

Cummings motions to change copier charges. Hensch seconds. Approved unanimously.

Computers and Children's Furniture Ordered:

This furniture is bright red and green. One piece has had to be sent back because it was wrong. Taylor reports that she is working with Dell to get government pricing which would save around \$200. Will also need a new server within the next year.

Asset Inventory Estimates:

The library needs to increase the amount of insurance coverage for its assets.
Taylor will work with the City regarding this issue. Also needing to be considered is data backup at regular intervals, in case something would happen to our servers here.

Director's Review:

The reviews have been finished. Cummings will compile the information.
This discussion is tabled until next month.

Adjournment 7:43p:

Motion to adjourn by Cummings– seconded by Hensch – Approved unanimously

Next Meeting:

Thursday, January 25th, 2017 at 6p in the Kinne Wing

Bertha Bartlett Public Library
December Cash Flow

Acct #	Story City Expenses	2017-2018		Year to date	Budget remaining	% of funds Remaining
		Budget	Month to date			
001-4410-6010	Salaries: Full Time	\$ 41,134.00	\$ 3,190.69	\$ 20,739.52	\$20,394.48	49.58%
001-4410-6020	Salaries: Part-time	\$ 51,500.00	\$ 3,382.47	\$ 22,097.09	\$29,402.91	57.09%
001-4410-6110	FICA/Medicare	\$ 7,087.00	\$ 495.24	\$ 3,216.08	\$3,870.92	54.62%
001-4410-6130	IPERS	\$ 8,272.00	\$ 586.97	\$ 3,825.26	\$4,446.74	53.76%
001-4410-6150	Insurance - Group Health	\$ 5,400.00	\$ 385.88	\$ 2,263.09	\$3,136.91	58.09%
001-4410-6230	Travel/Training	\$ 1,300.00	\$ -	\$ 736.04	\$563.96	43.38%
001-4410-6320	Building/Grounds	\$ 8,000.00	\$ 142.48	\$ 2,426.30	\$5,573.70	69.67%
001-4410-6350	Equipment repair/Maint.	\$ 250.00	\$ -	\$ -	\$250.00	100.00%
001-4410-6371	Utilities	\$ 1,800.00	\$ 135.68	\$ 470.54	\$1,329.46	73.86%
001-4410-6373	Telephone	\$ 4,187.00	\$ 303.11	\$ 1,814.62	\$2,372.38	56.66%
001-4410-6408	Insurance-General	\$ 2,830.00	\$ -	\$ -	\$2,830.00	100.00%
001-4410-6490	Professional Services	\$ 2,000.00	\$ 247.50	\$ 1,030.00	\$970.00	48.50%
001-4410-6499	Miscellaneous	\$ 100.00	\$ -	\$ 51.94	\$48.06	48.06%
001-4410-6500	Programming	\$ 2,000.00	\$ 88.26	\$ 206.24	\$1,793.76	89.69%
001-4410-6501	Building Supplies	\$ 600.00	\$ 39.97	\$ 153.34	\$446.66	74.44%
001-4410-6502	Technology	\$ 2,000.00	\$ -	\$ -	\$2,000.00	100.00%
001-4410-6505	Cataloging Supplies	\$ 1,700.00	\$ -	\$ 221.70	\$1,478.30	86.96%
001-4410-6506	Office Supplies	\$ 2,700.00	\$ 141.62	\$ 1,558.41	\$1,141.59	42.28%
001-4410-6507	Misc Operating Supplies		\$ -	\$ -	\$0.00	0.00%
001-4410-6508	Petty Cash/Postage	\$ 1,000.00	\$ 75.00	\$ 525.00	\$475.00	47.50%
001-4410-6770	Magazines	\$ 1,500.00	\$ 65.66	\$ 1,317.24	\$182.76	12.18%
001-4410-6771	Audio	\$ 1,000.00	\$ -	\$ 11.83	\$988.17	98.82%
001-4410-6772	Books (+\$5000)	\$ 12,000.00	\$ 1,025.14	\$ 6,199.42	\$5,800.58	48.34%
001-4410-6773	Video	\$ 2,000.00	\$ 154.88	\$ 860.57	\$1,139.43	56.97%
001-4410-6774	Online Databases	\$ 2,000.00	\$ -	\$ 488.45	\$1,511.55	75.58%
		\$ 162,360.00	\$ 10,460.55	\$ 70,212.68	\$92,147.32	63.20%
Deposits to: **						
001-4410-1-4580	General Fund	\$ 4,000.00	\$ 174.00	\$ 1,667.40	\$2,332.60	58.32%
001-4410-1-4470	General Fund	\$ 20,000.00	\$ -	\$ 15,293.30	\$4,706.70	23.53%
031-4410-2-4705	Donations	\$ 5,000.00	10,000.00	\$ 10,515.00		110.30%
031+4410-4-4300	Interest on Deposits	\$ 3,000.00	\$ 390.68	\$ 3,143.94	\$143.94	4.80%
	Total Deposits					
B. Trust Fund Deposits/Balance						
031-	Trust in General Fund	\$ 377,416.93		\$ 7,155.49	\$384,572.42	
031-4410-2-4404	Local Grant					
	ASB Savings Account	\$ 2,054.03	\$ 4.10		\$2,058.13	
031-0950-4-4300	Interest (CD's)	\$ 210,000.00	\$ 358.25	\$ 1,682.90	\$6,317.10	78.96%
Library Trust Expenses						
031-4410-6230	Travel & Training					
031-4410-6320	Building & Grounds	\$ 4,000.00				100.00%
031-4410-6490	Professional Services		\$ -	\$ 6,500.00		
031-4410-6507	Misc. Operating					
031-4410-6727	Capital Equipment	\$ 4,000.00				100.00%
031-4410-6672	Books	\$ 5,000.00	\$ -	\$ 6,500.00		18.75%
031-4410-6798	Capital Project					
	Total Library Trust Exp		\$ -	\$ 6,500.00	\$1,500.00	18.75%

Bertha Bartlett Public Library
January 2018 bills

Code	Written To	Date	Amount	Comments/Mileage @ .53.5/mile
001-4410-6150	Wellmark	12/01/17	\$359.40	Health Insurance - Kolleen
001-4410-6230	Rachael White	01/23/18	\$94.83	Mileage for visiting Story Times in Colo & Slater
001-4410-6320	Demco	12/28/17	\$513.00	Children's dept. furniture
001-4410-6320	Laura Donaldson	01/22/18	\$205.00	Cleaning Library
001-4410-6371	Chitty Garbage Service	12/29/17	\$25.00	Trash removal
001-4410-6371	Black Hills Energy	01/04/18	\$239.46	Gas bill
001-4410-6373	Aureon	01/01/18	\$303.75	Internet and phone service
001-4410-6320	Quill	02/04/18	\$6.74	plastic gloves for cleaning
001-4410-6320	Quill	02/04/18	\$132.66	Cleaning supplies & paper for building
001-4410-6500	TCM Bank	01/22/18	\$21.91	Programming
001-4410-6505	Demco	12/28/17	\$114.59	Cataloging supplies & shipping
001-4410-6506	Access systems leasing	01/18/18	\$127.00	Copier lease
001-4410-6506	TCM Bank Credit Card	01/22/18	\$116.99	Office supplies
001-4410-6770	TCM Bank Credit Card	01/22/18	\$18.01	Subscriptions
001-4410-6772	Center Point	01/01/18	\$88.68	Books
001-4410-6772	Gale/Cengage	01/03/18	\$36.34	Westerns
001-4410-6772	Gale/Cengage	01/17/18	\$60.72	Books (LP)
001-4410-6772	Ingram	12/29/18	\$104.51	Books
001-4410-6772	Ingram	01/10/18	\$236.31	Books
001-4410-6772	Baker & Taylor	12/27/17	\$45.92	books
001-4410-6772	Baker & Taylor	01/08/18	\$47.00	books
001-4410-6772	Baker & Taylor	01/15/18	\$275.80	Books
001-4410-6772	TCM Bank	01/22/18	\$100.49	Books
001-4410-6773	TCM Bank Credit Card	01/22/18	\$91.71	DVD's
	TOTAL - Story City		\$3,365.82	
	Gilbert Bills			
033-4410-6772	Baker & Taylor	01/15/18	\$5.39	Books
033-4410-6772	Ingram	12/29/18	\$43.37	Books
033-4410-6772	Ingram	01/10/18	\$29.88	Books
033-4410-6773	TCM Bank Credit Card	01/08/18	\$14.96	DVD
033-4410-6772	TCM Bank Credit Card	01/22/18	\$9.57	Book
	Total - Gilbert		\$103.17	

Bertha Bartlett Public Library

Statistics - Updated January 2018

	Jul. 16	Jul. 17	Aug. 16	Aug. 17	Sept 16	Sept 17	Oct. 16	Oct. 17	Nov. 16	Nov. 17	Dec. 16	Dec. 17	Jan. 17		Feb. 17	Mar. 17
City	3292	2855	2894	2712	2484	2506	2713	2341	2599	2500	2220	1985	2372		2446	2654
County	567	404	559	374	349	324	447	297	540	325	358	338	442		357	545
Other	944	826	765	881	799	762	911	762	975	722	773	571	829		850	992
Gilbert	480	315	326	312	344	232	345	265	225	219	286	193	243		197	212
Total	5283	4400	4544	4279	3976	3824	4416	3665	4339	3766	3637	3087	3886		3850	4403
Open Access	944	826	765	881	799	762	911	762	975	722	773	571	829		850	992
Adult	1324	1342	1432	1476	1284	1257	1182	1089	1191	1123	1159	975	1349		1076	1297
Young Adult	341	256	228	191	179	185	166	117	145	103	111	98	82		95	159
Juvenile	2235	1763	1688	1662	1560	1494	1916	1465	1837	1539	1283	1116	1578		1794	1836
Video	14	12	15	16	8	19	3	13	16	25	13	14	7		8	4
DVD	1048	795	909	707	729	649	921	762	885	762	823	653	651		660	791
Audio	35	27	31	24	12	21	19	11	24	6	31	2	19		21	31
CD	18	17	16	10	9	22	21	27	16	36	21	45	19		28	35
CD book	125	88	107	87	110	102	95	88	139	75	119	113	88		59	116
Magazines	95	60	68	62	37	42	34	50	19	46	17	40	40		25	43
Puzzles	33	16	27	18	23	17	29	26	30	30	31	20	25		32	22
Puppets	15	24	23	26	17	15	15	15	16	20	14	11	16		28	58
Other		0	0		8	1	15	2	21	1	15	0	12		24	11
Total	5283	4400	4544	4279	3976	3824	4416	3665	4339	3766	3637	3087	3886		3850	4403
E-books	226	287	205	241	198	232	194	229	156	227	219	237	255		175	204
Downloaded Audio	156	246	163	263	151	281	165	271	148	218	171	252	236		186	208
Ref.? Asked	115	110	144	122	121	88	180	111	131	144	99	98	116		121	164
Ref.? Answered	115	110	144	122	121	88	180	111	131	144	99	98	116		121	164
Reference-Gilbert	42	25	59	33	69	15	53	20	42	37	25	26	14		17	11
PATRONS						15										
Programs - children	15	12	1	0	14	11	15	12	16	10	11	9	12		11	13
Attendance - children	393	305	12	0	225	138	181	132	123	57	98	117	106		108	144

Bertha Bartlett Public Library
 Statistics - Updated January 2018

Attendance - adults	126	80	7	0	79	36	70	52	46	28	37	69	39	46	61
Programs - StoryX	0	0	0	0	9	2	10	5	11	7	10	7	10	10	10
Attendance - children	0	0	0	0	68	19	85	48	83	68	83	85	81	82	83
Attendance - adults	0	0	0	0	11	5	13	13	13	14	14	20	14	15	14
Programs - Teen/Tweens	8	3	1	0	3	2	2	2	2	1	1	1	1	3	5
Attendance - teens	54	26	64	0	29	21	19	32	18	9	17	27	14	17	28
Attendance - adults	16	0	22	0	3	2	2	2	2	1	2	2	1	3	6
Programs - Adult	8	6	6	5	7	6	7	6	7	5	6	7	7	7	8
Attendance - children	0	0	4	0	0	0	0	0	0	0	0	3	0	0	0
Attendance - adults	48	36	114	34	49	61	64	35	103	33	42	48	53	50	58
Total Programs	31	21	8	5	31	24	39	23	36	23	26	3	30	36	41
Total Attendance	636	529	140	34	478	238	542	196	388	209	414	371	308	321	394
Gilbert Programs	10	13	3	1	5	5	5	6	11	4	5	5	6	5	5
Attendance	294	146	19	16	89	94	89	76	54	52	97	52	129	90	94
Attendance - Adults	72	49	3	3	18	24	19	22	11	13	24	16	40	19	19
Hours - Gilbert	52	68.25	54.5	78.75	53.5	64	55	65.5	44	66	50.5	61	50.5	48	52.5
Total People	614	484	407	352	272	271	272	250	222	238	234	197	237	220	308
People/hour	11.8	7.1	7.47	4.46	5.1	4.2	5.5	3.8	5.1	3.6	4.6	3.2	4.1	4.2	5.9
Gilbert Site Circ.	580	562	502	475	455	351	510	358	400	306	323	289	287	268	308
Hours - Story City	208	211	231	231	223	21	241	244	230	227	236	220	237	220	244
Total People	4536	3310	4076	3461	3592	3069	3817	3948	2321	2779	2549	2452	2789	3291	3589
People/Hour	21.8	15.7	17.6	15	16.1	13.9	15.8	16.2	10.5	12.2	10.8	11.2	11.8	14.96	14.7
<u>CARDS</u>															
Issued - Story City	14	27	17	24	14	18	22	10	13	15	10	10	9	14	7
Issued - Gilbert	1	2	2	8	1	5	2	4	1	1	1	0	0	2	3
Withdrawn	0	42	0	0	0	10	0	0	0	0	0	0	0	0	0
renewed - Story City	32	16	21	17	14	19	27	11	16	15	3	12	2	15	22
renewed - Gilbert	5	12	14	5	5	8	2	3	8	1	0	1	4	5	2

Bertha Bartlett Public Library

Statistics - Updated January 2018

Meeting Room Library	35	8	4	4	15	14	15	16	12	10	9	11	15		17		17
Meeting Room Other	8	3	8	5	12	6	13	7	6	7	6	9	5		10		10
Computer Use	759	337	813	528	429	460	587	505	488	503	35	414	440		524		524
Test Proctoring	0	2	3	2	0	0	2	0	1	0	1	0	1		1		1
Interlibrary Loans Requested	8	8	11	5	7	13	4	5	13	10	9	3	9		12		12
Interlibrary Loans Sent	16	23	19	38	19	29	14	24	11	23	23	16	29		21		21
Book Club Sets	1	1	1	6	3	4	0	4	0	2	3	1	1		2		2
Microfilm Use	1	1	2	1	2	2	2	2	0	0	0	5	0		1		1
Gilbert Computer use	35	15	20	22	18	15	20	12	13	5	4	9	7		13		13



Quote # 1000017
 Issued date 1/22/2018
 Subject Bertha Bartlett Library

Pending

FROM
 Design to Print Solutions
 PO Box 24
 2619 Lyon St
 Jewell, IA 50130
 5153380233
 designtoprintsolutionsia@gmail.com
 Mellissa Roethler

TO
 Kolleen Taylor
 Bertha Bartlett Public Library
 kolleen@storycity.lib.ia.us

ITEM OVERVIEW

Port Authority Ladies Polo L572

ITEM DESCRIPTION	COLOR	QTY	SIZE	UNIT PRICE	SUBTOTAL
Rachael	Black	1	Small	\$13.98	\$13.98
Bryleigh	Celadon Blue	1	Medium	\$13.98	\$13.98
Shelly	Jewell Green	1	Large	\$13.98	\$13.98
Patricia	Magenta	1	XLarge	\$13.98	\$13.98

Port Authority Ladies Mesh Polo L573

ITEM DESCRIPTION	COLOR	QTY	SIZE	UNIT PRICE	SUBTOTAL
Angie	Iris Blue	1	XLarge	\$19.98	\$19.98
Kolleen	Skydiver Blue	1	Xlarge	\$19.98	\$19.98

District Made Ladies Vneck Tee DM465

ITEM DESCRIPTION	COLOR	QTY	SIZE	UNIT PRICE	SUBTOTAL
Denise	White/black cosmic	1	Large	\$14.98	\$14.98

Port Authority Ladies Stretch Cardigan LM1008

ITEM DESCRIPTION	COLOR	QTY	SIZE	UNIT PRICE	SUBTOTAL
Angie	Rich Red	1	Xlarge	\$25.98	\$25.98
Kolleen	Navy Blue	1	Xlarge	\$25.98	\$25.98

Port Authority Ladies Microfleece Jacket L230

ITEM DESCRIPTION	COLOR	QTY	SIZE	UNIT PRICE	SUBTOTAL
Rachael	Garnet/grey	1	Small	\$29.98	\$29.98
Maria	Garnet/grey	1	Medium	\$29.98	\$29.98

Port Authority Ladies Cotton Polo L577

ITEM DESCRIPTION	COLOR	QTY	SIZE	UNIT PRICE	SUBTOTAL
Maria	Flame red	1	Large	\$18.98	\$18.98

Port Authority Ladies Henley Tunic LK5432

ITEM DESCRIPTION	COLOR	QTY	SIZE	UNIT PRICE	SUBTOTAL
Denise	Dusty blue	1	Large	\$29.98	\$29.98

Port Authority Ladies Long Sleeve Poplin Shirt LW100

ITEM DESCRIPTION	COLOR	QTY	SIZE	UNIT PRICE	SUBTOTAL
Patricia	River blue navy	1	XLarge	\$19.98	\$19.98

Port Authority Ladies Microfleece Vest L226

ITEM DESCRIPTION	COLOR	QTY	SIZE	UNIT PRICE	SUBTOTAL
Shelly	Light royal	1	Large	\$23.98	\$23.98

Port Authority Coastal Blend Polo

ITEM DESCRIPTION	COLOR	QTY	SIZE	UNIT PRICE	SUBTOTAL
Stephen	Deep black/white	1	Xlarge	\$21.98	\$21.98

District Made Mens Fleece Hoodie

ITEM DESCRIPTION	COLOR	QTY	SIZE	UNIT PRICE	SUBTOTAL
Stephen		1	Xlarge	\$27.98	\$27.98

Subtotal \$365.66
Tax \$25.60

Paid \$0.00

Total \$391.26

TERMS

Thank you for your business! Payment is due upon approval.