

CHARITON PUBLIC LIBRARY BOARD OF TRUSTEES

AGENDA · THURSDAY JULY 14, 2016

5:30 PM

All meetings of the Board are open to anyone who may wish to observe the proceedings. Members of the public who wish to address the Board will be given the opportunity in the Public Forum, for which time will always be designated in the agenda. Please alert the library director.

1. CALL TO ORDER
2. ADOPTION OF AGENDA
3. MINUTES
4. PUBLIC FORUM
5. CORRESPONDENCE
 - a. Second Bid/Quote Request mailed to local contractors – no response
 - b. Memorial/HONOR Notices (see Director's Report)
 - c. Second email attempt to Van Meter Industrial about parking lot lights – working on quote
6. FINANCIAL STATEMENT (City Amended FY2016) & TREASURER'S REPORT
7. CLAIMS
8. GRANTS
 - a. Grant Report to Vredenburg Foundation
 - b. Grant Application to Vredenburg Foundation – Surveillance Cameras
9. OLD BUSINESS
 - a. Surveillance Cameras & Policy
10. NEW BUSINESS
 - a. Staff Raises: City Employees 2.5%
11. REPORTS: Director's Report attached.
12. ADJOURNMENT

JUNE RECEIPTS	AMOUNT
Petty Cash	\$501. ⁵⁵
City of Russell Rural Fees	\$416. ⁰⁰
Interfund Loan Interest	\$168. ⁵⁷
Interest	\$7. ³⁰
Book Sale	\$62. ⁵⁰
Memorials/Gifts	\$115. ⁰⁰
Rotary Grant	\$5,875. ⁷²
Friends of the Library Gift – to buy DVDs	\$500. ⁰⁰
Total Deposits	\$7,646.⁶⁴

CHARITON PUBLIC LIBRARY BOARD OF TRUSTEES

AGENDA · THURSDAY AUGUST 4, 2016

5:30 PM

All meetings of the Board are open to anyone who may wish to observe the proceedings. Members of the public who wish to address the Board will be given the opportunity in the Public Forum, for which time will always be designated in the agenda. Please alert the library director.

1. CALL TO ORDER

2. ADOPTION OF AGENDA

3. MINUTES

4. PUBLIC FORUM

5. CORRESPONDENCE

a. Resignation – Deb McClure

6. FINANCIAL STATEMENT & TREASURER’S REPORT

7. CLAIMS

8. GRANTS (Vredenburg submitted)

9. OLD BUSINESS

10. NEW BUSINESS

a. Van Meter Quote for replacement of Lighting Fixtures (back lot lights & front flood lights)

b. Library Staff

11. REPORTS: Director’s Report attached.

12. ADJOURNMENT

CHARITON PUBLIC LIBRARY BOARD OF TRUSTEES
AGENDA · THURSDAY SEPTEMBER 1, 2016
5:30 PM

All meetings of the Board are open to anyone who may wish to observe the proceedings. Members of the public who wish to address the Board will be given the opportunity in the Public Forum, for which time will always be designated in the agenda. Please alert the library director.

1. CALL TO ORDER

2. ADOPTION OF AGENDA

3. MINUTES

4. PUBLIC FORUM

5. CORRESPONDENCE

6. FINANCIAL STATEMENT & TREASURER'S REPORT

7. CLAIMS

8. GRANTS: DEKKO Grant Report submitted. 84% of funds expended.

Vredenburg Grant: We received a check for \$7,500 to purchase and install surveillance cameras.

9. OLD BUSINESS

- a. Parking Lot Lights – Order placed, but no product has arrived yet.

10. NEW BUSINESS

- a. Library Staff Descriptions & Reorganization

11. REPORTS: Director's Report attached. (will be available after end of day 8/31/2016)

12. ADJOURNMENT

CHARITON PUBLIC LIBRARY BOARD OF TRUSTEES
AGENDA · THURSDAY OCTOBER 6, 2016
5:30 PM

All meetings of the Board are open to anyone who may wish to observe the proceedings. Members of the public who wish to address the Board will be given the opportunity in the Public Forum, for which time will always be designated in the agenda. Please alert the library director.

1. CALL TO ORDER

2. ADOPTION OF AGENDA

3. MINUTES

4. PUBLIC FORUM

5. CORRESPONDENCE

- a. Parking Lot Lights – Expected delivery is 10/7/2016.

6. FINANCIAL STATEMENT

7. CLAIMS

8. GRANTS: Finishing up with spending of DEKKO grant.
Cameras being installed with Vredenburg Foundation funds.

9. OLD BUSINESS

- a. Library Staff Descriptions & Reorganization (& pay to match)

10. NEW BUSINESS

- a. Trustee Job Description

11. REPORTS: Director's Report attached.

12. ADJOURNMENT

CHARITON PUBLIC LIBRARY BOARD OF TRUSTEES

AGENDA · THURSDAY NOVEMBER 3, 2016

5:30 PM

All meetings of the Board are open to anyone who may wish to observe the proceedings. Members of the public who wish to address the Board will be given the opportunity in the Public Forum, for which time will always be designated in the agenda. Please alert the library director.

1. CALL TO ORDER

2. ADOPTION OF AGENDA

i. New Trustee Mary Jane White -- Oath

3. MINUTES

4. PUBLIC FORUM

5. CORRESPONDENCE

a. Donation Letter from Chariton Public Library Foundation

b. Thank You from Frances Young Family

c. Mediacom – Another Copyright Notice

d. BRIDGES email re: FY18-21 Cost Increases

City	2010 Population	FY 2017 Subscription	Starting FY2018 Raise to .13	Starting FY 2021 Raise to .15
Chariton	4,321	Base = \$300 +.09 PC \$688.89	Base=\$300+.13PC \$861.73	Base=\$300+.15PC \$948.15

6. FINANCIAL STATEMENT & TREASURER'S REPORT

7. CLAIMS

8. GRANTS

9. OLD BUSINESS

a. Library Staff Descriptions & Reorganization (& pay to match)

b. Trustee Job Description

c. E-rate & 5211 Phone Line

10. NEW BUSINESS

a. FY18 Budget Request

b. Meeting Room Availability – After Hours Access – Fees = Reimbursement for Staff Time

11. REPORTS: Director's Report attached.

12. ADJOURNMENT

CHARITON PUBLIC LIBRARY BOARD OF TRUSTEES
AGENDA · SPECIAL MEETING FRIDAY NOVEMBER 11, 2016
5:30 PM

All meetings of the Board are open to anyone who may wish to observe the proceedings. Members of the public who wish to address the Board will be given the opportunity in the Public Forum, for which time will always be designated in the agenda. Please alert the library director.

1. CALL TO ORDER
2. ADOPTION OF AGENDA
3. OLD BUSINESS
 - a. Employee Wage Increases
4. ADJOURNMENT

CHARITON PUBLIC LIBRARY BOARD OF TRUSTEES
AGENDA · THURSDAY DECEMBER 1, 2016
5:30 PM

All meetings of the Board are open to anyone who may wish to observe the proceedings. Members of the public who wish to address the Board will be given the opportunity in the Public Forum, for which time will always be designated in the agenda. Please alert the library director.

1. CALL TO ORDER
2. ADOPTION OF AGENDA
3. MINUTES (11/3/2016 & Special Meeting 11/11/2016)
4. PUBLIC FORUM
5. CORRESPONDENCE
6. FINANCIAL STATEMENT & TREASURER'S REPORT
7. CLAIMS
8. GRANTS
9. OLD BUSINESS

a. Meeting Room Policy – After Hours Access – Fees

10. NEW BUSINESS

a. Rotary Courses December 13th & 15th.

b. Programming Policy

c. Makerspace Policy & Associated Forms

11. REPORTS: Director's Report attached.

12. ADJOURNMENT

CHARITON PUBLIC LIBRARY BOARD OF TRUSTEES
AGENDA · THURSDAY JANUARY 5, 2017
5:30 PM

All meetings of the Board are open to anyone who may wish to observe the proceedings. Members of the public who wish to address the Board will be given the opportunity in the Public Forum, for which time will always be designated in the agenda. Please alert the library director.

1. CALL TO ORDER
2. ADOPTION OF AGENDA
3. MINUTES
4. PUBLIC FORUM
5. CORRESPONDENCE
 - a. City Budget Meeting announcement
 - b. Thank You from Inter-Church Ministries for “Food for Fines” Donation
6. FINANCIAL STATEMENT & TREASURER’S REPORT
7. CLAIMS
8. GRANTS
9. OLD BUSINESS
 - a. Meeting Room Policy – After Hours Access – Fees
 - b. Programming Policy
 - c. Makerspace Policy & Associated Forms
10. NEW BUSINESS
 - a. Carpet Cleaning Estimate
11. REPORTS: Director’s Report attached.
12. ADJOURNMENT

CHARITON PUBLIC LIBRARY BOARD OF TRUSTEES
AGENDA · THURSDAY FEBRUARY 2, 2017
5:30 PM

All meetings of the Board are open to anyone who may wish to observe the proceedings. Members of the public who wish to address the Board will be given the opportunity in the Public Forum, for which time will always be designated in the agenda. Please alert the library director.

1. CALL TO ORDER
2. ADOPTION OF AGENDA
3. MINUTES
4. PUBLIC FORUM
5. CORRESPONDENCE
6. FINANCIAL STATEMENT & TREASURER'S REPORT
7. CLAIMS
8. GRANTS – SCICF Grant Submitted (\$4,000 for collection purchases)
9. OLD BUSINESS
10. NEW BUSINESS
11. REPORTS: Director's Report attached.
12. ADJOURNMENT

CHARITON PUBLIC LIBRARY BOARD OF TRUSTEES
AGENDA · THURSDAY MARCH 2, 2017
5:30 PM

All meetings of the Board are open to anyone who may wish to observe the proceedings. Members of the public who wish to address the Board will be given the opportunity in the Public Forum, for which time will always be designated in the agenda. Please alert the library director.

1. CALL TO ORDER
2. ADOPTION OF AGENDA
3. MINUTES
4. PUBLIC FORUM
5. CORRESPONDENCE
 - a. Thank You from Melcher Dallas Public Library
 - b. Letters concerning incident in Library parking lot
6. FINANCIAL STATEMENT & TREASURER'S REPORT
7. CLAIMS
8. GRANTS
9. OLD BUSINESS
 - a. MakerSpace
10. NEW BUSINESS
 - a. Library Investments & Budget Amendments
11. REPORTS: Director's Report attached.
12. ADJOURNMENT

CHARITON PUBLIC LIBRARY BOARD OF TRUSTEES

AGENDA · THURSDAY APRIL 6, 2017

5:30 PM

All meetings of the Board are open to anyone who may wish to observe the proceedings. Members of the public who wish to address the Board will be given the opportunity in the Public Forum, for which time will always be designated in the agenda. Please alert the library director.

1. CALL TO ORDER

2. ADOPTION OF AGENDA

3. MINUTES

4. PUBLIC FORUM

5. CORRESPONDENCE

- a. Thank you & Receipt to Hy-Vee Inc., Hy-Vee Store, Midwest Heritage Bank & Hy-Vee Distribution for \$400 to purchase books and a tote for a jointly offered reading program for Kids Nights at the Charitone Market Grille
- b. Thank you to donors Gregory Burley Brown, Larry & Sharon Squibb, Richard & Joyce Chalfant, and Susan Hartley (Wilma Strait Memorial)
- c. Memorial Notices and Thank you to Chariton Book Club, Mary Chapman, Amanda DeMichelis, Greg Dale, Ruth Ruddell, Josh & Tara Ewart (honor books), Charles & Paul Rosa, Andrea Hanse, Lucille Stone, Stacy & Tom Swanson McWilliams, Denise Storm, Nancy McWhorter, Melody Wilson, Rusty & Becky Pennington, Carla Brown, Bill & Jindra Green, and Allen Upchurch.
- d. BRIDGES 2017-2018 Letter of Agreement
- e. Sex Offender Request

6. FINANCIAL STATEMENT & TREASURER'S REPORT

7. CLAIMS

8. GRANTS

- a. South Central Iowa Community Foundation Agreement, \$4,000 for collection items

9. OLD BUSINESS

10. NEW BUSINESS

- a. Meeting Room Event Volunteer Monitors
CHILD SAFETY POLICY STATES: Unattended Children: Children under the age of 10 years must be accompanied by a parent, guardian or responsible childcare provider of at least 16 years of age, while on Library premises. The only exception to this rule is attendance of Library programming, provided that arrangements have been made for the timely drop-off and pick-up by the responsible adult.

11. REPORTS: Director's Report attached.

12. ADJOURNMENT

CHARITON PUBLIC LIBRARY BOARD OF TRUSTEES
AGENDA · THURSDAY MAY 4, 2017
5:30 PM

All meetings of the Board are open to anyone who may wish to observe the proceedings. Members of the public who wish to address the Board will be given the opportunity in the Public Forum, for which time will always be designated in the agenda. Please alert the library director.

1. CALL TO ORDER
2. ADOPTION OF AGENDA
3. MINUTES
4. PUBLIC FORUM
5. CORRESPONDENCE
 - a. Memorial Notices and Thanks
 - b. ENRICH IOWA 2017-2018 Letter of Agreement
 - c. Sex Offender Requests
6. FINANCIAL STATEMENT
7. CLAIMS
8. GRANTS
9. OLD BUSINESS
 - a. Charlene Meyer chairs & tables??
 - b. Transfer of Investment Funds to cover Building Work (see two pages attached below)
10. NEW BUSINESS
11. REPORTS: Director's Report attached.
12. ADJOURNMENT

LIBRARY INVESTMENT INFORMATION

Date: 03/31/17

<u>Number</u>	<u>Date Purchased</u>	<u>Date Matures</u>	<u>Amount</u>	<u>Rate</u>	<u>Bank</u>	<u>Fund</u>
49030	05/31/16	05/31/17	7,292.44	.10%	Great Western	Curtis
81715	10/14/16	05/14/17	9,178.11	.05%	Great Western	Milnes
31353	10/31/16	10/31/17	500.00	.25%	Midwest	Pogue
60795	12/11/16	07/11/17	32,000.00	.15%	Great Western	Allender
22621	06/26/16	06/26/17	1,000.00	.10%	Great Western	Blake
60797	12/11/16	07/11/17	38,082.17	.15%	Great Western	Herrick
81716	10/19/16	05/19/17	4,029.96	.05%	Great Western	Dewey
60800	12/11/16	07/11/17	10,271.89	.10%	Great Western	Judd
69222	02/05/17	09/05/17	220,480.50	.15%	Great Western	Swanson
60792	12/11/16	07/11/17	145,455.14	.15%	Great Western	Ambelang

TOTAL \$468,290.21

Altenhofen, Ron (Custombuilt Pieces)	006 - 410 - 6310	\$440.93
Noble Industrial Supply Co. (Ice Melt)	006 - 410 - 6310	\$288.81
Country Propane, Heating & Cooling (repair)	006 - 410 - 6310	\$402.00
Johansen Plumbing & Heating (toilet repair)	006 - 410 - 6310	\$60.22
On The Spot Floor Care (cleaning)	006 - 410 - 6310	\$2,036.30
ULINE (Replacement Rugs)	006 - 410 - 6310	\$715.38
Van Meter Inc. (Lamp Post & Globes)	006 - 410 - 6310	\$2,243.00
Amazon (Cleaning Supplies/Buffers for Marble)	006 - 410 - 6310	\$127.81
CPL Petty Cash (Bulbs & Outlet Adapters)	006 - 410 - 6310	\$26.17
CPL Petty Cash (Plants for Flower Pots)	006 - 410 - 6310	\$28.61
CPL Petty Cash (Light Fixtures)	006 - 410 - 6310	\$149.91

BUILDING & GROUNDS **\$6,519.14**

True Value DEKKO tools	006 - 410 - 6505	\$1,113.46
Amazon (DEKKO toys & tools)	006 - 410 - 6505	\$3,221.19
Amazon (Office Cords & last of DEKKO)	006 - 410 - 6505	\$355.51
Amazon (DEKKO)	006 - 410 - 6505	\$89.30
Amazon (DEKKO "Equipment" Purchases)	006 - 410 - 6505	\$805.74
Amazon (DEKKO toys)	006 - 410 - 6505	\$48.05
Amazon (Shipping/Handling) DEKKO	006 - 410 - 6505	\$57.38
CPL Petty Cash (DEKKO labels for "Quiet Books")	006 - 410 - 6505	\$29.98
PC Repair Services (Install on DEKKO , new DEKKO router)	006 - 410 - 6505	\$658.75
Office Machines (DEKKO ink cartridges for Multimedia Computer)	006 - 410 - 6505	\$311.30

DEKKO & Related Expenses **\$6,690.66**

PC Repair Services (Vredenburg Grant \$ Cameras)	006 - 410 - 6505	\$4,299.00
PC Repair Services (Vredenburg Grant \$ Cameras)	006 - 410 - 6505	\$3,610.00
PC Repair Services Vredenburg Grant \$ Install & Demo Recorder	006 - 410 - 6505	\$95.00

VREDENBURG GRANT & Related Expenses **\$8,004.00**

CPL Petty Cash (Security TV, Mount, Optical Mouse, Coffee Maker & Phone)	006 - 410 - 6505	\$197.90
CPL Petty Cash (Flashdrive, Bulb, HDMI cords, TV mount)	006 - 410 - 6505	\$136.22
CPL Petty Cash (TV Monitor)	006 - 410 - 6505	\$318.31
DEMCO (Display Bin)	006 - 410 - 6505	\$61.93
DEMCO (24 Headphones for lab)	006 - 410 - 6505	\$229.67
Longley Trophy Co	006 - 410 - 6507	\$30.00
Office Machines (FILING CABINETS & Op. Supplies)	006 - 410 - 6507	\$406.43
PC Repair Services (Install monitor & cords)	006 - 410 - 6507	\$216.00
PC Repair Services (Library Info Center Comp)	006 - 410 - 6507	\$23.75
The Paper Corporation	006 - 410 - 6507	\$909.11

OTHER EXPENDITURES **\$2,529.32**

EXPENDITURES **\$23,743.12**

BUDGETED FOR 6310, 6505 & 6507 **\$9,600.00**

DIFFERENCE **\$14,143.12**

SALARIES **\$8,000.00**

V-Burg \$ FY17 **-\$7,500.00**

SCICF \$ FY17 **-\$1,000.00**

\$13,643.12

I am suggesting a transfer of at least \$18,000 from the Ambelang in July, to cover this overage and the continuing building repair costs which will fall this & next fiscal year. KM

CHARITON PUBLIC LIBRARY BOARD OF TRUSTEES
AGENDA · THURSDAY JUNE 1, 2017
5:30 PM

All meetings of the Board are open to anyone who may wish to observe the proceedings. Members of the public who wish to address the Board will be given the opportunity in the Public Forum, for which time will always be designated in the agenda. Please alert the library director.

1. CALL TO ORDER
2. ADOPTION OF AGENDA
3. MINUTES
4. PUBLIC FORUM
5. CORRESPONDENCE
6. FINANCIAL STATEMENT
7. CLAIMS
8. GRANTS
9. OLD BUSINESS
 - a. Transfer of Investment Funds to cover Building Work
 - b. MakerSpace & Meeting Room Policies
10. NEW BUSINESS
11. REPORTS: Director's Report attached.
12. ADJOURNMENT

CHARITON PUBLIC LIBRARY BOARD OF TRUSTEES
AGENDA · SPECIAL MEETING TUESDAY, JUNE 12, 2017

5:30 PM

All meetings of the Board are open to anyone who may wish to observe the proceedings. Members of the public who wish to address the Board will be given the opportunity in the Public Forum, for which time will always be designated in the agenda. Please alert the library director.

1. CALL TO ORDER
2. ADOPTION OF AGENDA
3. OLD BUSINESS
 - a. Artis Furniture Claim



2655 100th Street
Urbandale, IA, 50322
Tel 515-564-7100
Fax 515-564-7101

SALES ORDER

Order No **67465**
Order Date **3/8/2017**
Sold By **Beth**

SOLD TO: Tim McGee Chariton Public Library
803 Braden Avenue
Chariton, IA 50049
Phone (641) 774-4411

SHIPPED TO: Tim McGee Chariton Public Library
803 Braden Avenue
Chariton, IA 50049
Phone (641) 774-4411

Qty	Ord	Description	Price	Extended
2		Butler Specialty 2946257 Chairside Table	\$300.00	\$600.00
2		Bradington-Young 463-25 SPECIAL Kirby Cover: 9072-84 Nailhead: French Natural Nail Finish: Mahogany Cover: 9072-84 Nailhead: French Natural Nail Finish: Mahogany	\$1,839.00	\$3,678.00

SPECIAL ORDERS ARE NOT SUBJECT TO CANCELLATION

Availability of merchandise is estimated according to information on hand at the time order is written. · Seller shall not be responsible for delays in delivery of merchandise occasioned by manufacturer's scheduling, stock on hand, availability of materials, transportation difficulty or any other cause beyond the control of the seller.

ALL SALES ARE FINAL · NO REFUNDS

ALL EXCHANGES AND CANCELLATIONS ARE SUBJECT TO SELLER APPROVAL. A minimum fee of 15% of the purchase price will be assessed (re-stocking fee) on seller approved returns, exchanges or cancellations. · Buyer assumes all risks associated with transportation of merchandise picked up. · Buyer agrees to measure doorways and stairways before ordering, as seller is not responsible for merchandise purchased that is too large to fit. · SELLER CAN DESIGNATE A DAY FOR DELIVERY, but not a specific time. · Seller cannot move, haul, or rearrange old furniture. · Seller makes no warranty beyond any written description itemized on this order. · Such disclaimer does not affect manufacturer warranty, if any. · Seller will assist the buyer in the exercise of all factory warranties. · BUYER LAYAWAYS ARE NOT SUBJECT TO CANCELLATION. · Buyer agrees to complete payment on schedule, or proceeds of prior payment(s) towards layaway may be forfeited.

BUYER AUTHORIZES ABOVE ORDER

X

MERCHANDISE RECEIVED
IN GOOD CONDITION

X

HOW PAID	DATE PAID	AMT PAID
Check	3/11/2017	\$1,932.50

SUBTOTAL: \$4,278.00

DELIVERY: \$200.00

TAX: \$0.00

INVOICE TOTAL: \$4,478.00

AMOUNT PAID: \$1,932.50

TOTAL DUE: \$2,545.50

4. ADJOURNMENT

CHARITON PUBLIC LIBRARY BOARD OF TRUSTEES
AGENDA · SPECIAL MEETING TUESDAY, JUNE 15, 2017
5:30 PM

All meetings of the Board are open to anyone who may wish to observe the proceedings. Members of the public who wish to address the Board will be given the opportunity in the Public Forum, for which time will always be designated in the agenda. Please alert the library director.

5. CALL TO ORDER
6. ADOPTION OF AGENDA
7. OLD BUSINESS
 - a. Artis Furniture Claim



2655 100th Street
Urbandale, IA, 50322
Tel 515-564-7100
Fax 515-564-7101

SALES ORDER

Order No **67465**
Order Date **3/8/2017**
Sold By **Beth**

SOLD TO: Tim McGee Chariton Public Library
803 Braden Avenue
Chariton, IA 50049
Phone (641) 774-4411

SHIPPED TO: Tim McGee Chariton Public Library
803 Braden Avenue
Chariton, IA 50049
Phone (641) 774-4411

Qty	Ord	Description	Price	Extended
2		Butler Specialty 2946257 Chairside Table	\$300.00	\$600.00
2		Bradington-Young 463-25 SPECIAL Kirby Cover: 9072-84 Nailhead: French Natural Nail Finish: Mahogany Cover: 9072-84 Nailhead: French Natural Nail Finish: Mahogany	\$1,839.00	\$3,678.00

<u>SPECIAL ORDERS ARE NOT SUBJECT TO CANCELLATION</u> Availability of merchandise is estimated according to information on hand at the time order is written. · Seller shall not be responsible for delays in delivery of merchandise occasioned by manufacturer's scheduling, stock on hand, availability of materials, transportation difficulty or any other cause beyond the control of the seller. ALL SALES ARE FINAL · NO REFUNDS ALL EXCHANGES AND CANCELLATIONS ARE SUBJECT TO SELLER APPROVAL A minimum fee of 15% of the purchase price will be assessed (re-stocking fee) on seller approved returns, exchanges or cancellations. · Buyer assumes all risks associated with transportation of merchandise picked up. · Buyer agrees to measure doorways and stairways before ordering, as seller is not responsible for merchandise purchased that is too large to fit. · SELLER CAN DESIGNATE A DAY FOR DELIVERY, but not a specific time. · Seller cannot move, haul, or rearrange old furniture. · Seller makes no warranty beyond any written description itemized on this order. · Such disclaimer does not affect manufacturer warranty, if any. · Seller will assist the buyer in the exercise of all factory warranties. · BUYER LAYAWAYS ARE NOT SUBJECT TO CANCELLATION. · Buyer agrees to complete payment on schedule, or proceeds of prior payment(s) towards layaway may be forfeited.	
BUYER AUTHORIZES ABOVE ORDER X _____	MERCHANDISE RECEIVED IN GOOD CONDITION X _____

HOW PAID	DATE PAID	AMT PAID
Check	3/11/2017	\$1,932.50

SUBTOTAL: \$4,278.00
DELIVERY: \$200.00
TAX: \$0.00
INVOICE TOTAL: \$4,478.00
AMOUNT PAID: \$1,932.50
TOTAL DUE: \$2,545.50

8. ADJOURNMENT