

HRAB RECORDS PRESERVATION GRANT

FINAL REPORT

Name of Grant Recipient: H. Grady BRADSHAW Chambers County Library & Cobb Memorial Archives

Project Director:

Name/Title: Paula Maddox/Archives Admin. E-Mail Address: Paula.maddox@chamberscountylibrary.org

Address: 3419 20th Avenue Telephone No.: (334) 968.2050

City/State/Zip: Valley, AL 36654 Fax No.: (334) 968.9272

Description of Grant Project:

Title of Project: Valley Historic Preservation Commission Records

Starting Date: October 15, 2013 Ending Date: June 30, 2014

Funding Budgeted for Project:

Grant Funds: \$1,373.00 Local Funds: \$1,979.00 Total Cost: \$3,352.00

Funding Expended on Project:

Grant Funds: \$1,373.00 Local Funds: \$2,126.48 Total Cost: 3,499.48

CERTIFICATION

To the best of my knowledge and belief, all information on this form and in the narrative is complete and accurate.

Signature of Project Coordinator: Mary Hamilton

Name/Title of Project Coordinator: Mary Hamilton, Director Date: 6/25/2014

Signature of Financial Administrator: Paula Maddox

Name/Title of Financial Administrator: Archives Administrator Date: June 30, 2014

Send the completed financial report (plus project narrative) to:

ADAH Government Records Division
P.O. Box 300100
Montgomery, AL 36130-0100

Or submit report by fax to (334)353-4321, or by e-mail (as a PDF attachment) to: records@archives.alabama.gov. Questions? Contact Tom Turley, Christine Garrett or Tracey Berezansky at (334)242-4452.

FINANCIAL REPORTING FORM

Salaries and Wages: List names/titles of all project staff, volunteers, and consultants; their payment during the grant period; and the source of the payment (grant or local funding). Include logs or time sheets for all project staff and volunteers to document the hours worked.

Name/Title	Amount Budgeted	Grant Funds Spent	Local Funds Spent	Total Spent
Paula Maddox/ Archives Administrator	\$ 379	\$ 99.08	\$ 280.08	379.16
Robin Brown/ Volunteer	640	0	715.60	715.60
Bernie Cross/ Volunteer	960	0	1130.80	1130.80
Subtotals:	\$ 1979	\$ 99.08	\$ 2126.48	3225.56

Equipment, Supplies, Materials: List equipment, supplies, and materials purchased for the project. Include vendor price quotations, invoices, canceled checks, etc.

Item	Amount Budgeted	Grant Funds Spent	Local Funds Spent	Total Spent
Shelving & Post Kite	\$ 500	\$ 844.88	\$ 0	\$ 844.88
Archival Boxes & Folders	810	353.60	0	353.60
Labels for Boxes	24	21.59	0	21.59
Plastic Clips (3 boxes)	39	53.85	0	53.85
Subtotals:	\$ 1373	\$ 1273.92	\$ 0	\$ 1273.92

Services: List costs of all vendor-provided services or activities devoted to the project.

Item	Amount Budgeted	Grant Funds Spent	Local Funds Spent	Total Spent
NA				
Subtotals:				NA

Travel: If travel was part of the project, list number of trips, number of people participating, and costs. Include per diem, room and board, and travel reimbursement rates, as applicable.

Item	Amount Budgeted	Grant Funds Spent	Local Funds Spent	Total Spent
NA				
Subtotals:				NA

SUMMARY FINANCIAL REPORT:

Add subtotal lines to obtain summary grant costs. (All projects must show at least a 50% cost-share of the total project budget from the grant recipient. Cost-sharing can be either cash or in-kind contributions.)

Category	Amount Budgeted	Grant Funds Spent	Local Funds	Total
Salaries and Wages	\$ 1979	\$ 99.08	\$ 2126.48	\$ 2235.56
Equipment, Supplies, Materials	1373	1273.92	0	1273.92
Services	0	0	0	0
Travel	0	0	0	0
TOTAL GRANT COST:	\$ 3352	\$ 1373.00	\$ 2126.48	\$ 3499.48

FINAL NARRATIVE REPORT

The final narrative report should be no longer than five (5) double-spaced, typewritten pages (8½ x 11" paper) and should be attached to this application form. It should cover the following topics:

- What were the project's original purpose, goals, and work plan?
- What changes (if any) to plans, procedures, or budgeted expenses occurred during the grant period? How did they affect the project's outcome?
- Were the project's goals successfully fulfilled? If not, why not?
- What improvements to your program will result from the grant?
- How can your agency/entity build on progress made under this grant in further improving records programs, collections, services, etc.? What are your future plans?

Be specific and detailed in outlining plans, procedures, and accomplishments. For example, what database did you use to inventory your collections? What kind of shelving, supplies, or equipment did you purchase for the project? How many records/artifacts/photographs did you inventory, re-box, re-folder, or catalog? Did you learn anything new about your records/collections during the project? What new information or services will the grant enable you to offer? If possible, include photographs of staff or volunteers at work, "before and after" photographs, copies of any finding aids or inventories, and other "work products" to document your project.

If you have questions or need assistance with your narrative or financial report, please contact Tom Turley, Local Government Records Archivist, Christine Garrett, Appraisal Archivist, or Tracey Berezansky, HRAB Deputy Coordinator, at:

ADAH Government Records Division
P.O. Box 300100

Montgomery, AL 36130-0100

Telephone: (334)353-4607 (Tom), (334)353-5039 (Christine), or (334)353-4604 (Tracey)

Fax: (334)353-4321

E-mail: Tom.Turley@archives.alabama.gov

Christine.Garrett@archives.alabama.gov

Tracey.Berezansky@archives.alabama.gov

HRAB website: <http://archives.alabama.gov/hrb/hrbmainpage.htm>

Final Report Narrative

The Project's Original Purpose, Goals and Work Plan

The original purpose of this project was for Cobb Memorial Archives to preserve and to provide access to local historical records (non-artifacts) collected by the Valley Historic Preservation Commission.

The Project's Original Goals

The specific goals of this project were to:

- 1 – transfer records from donor to an environmentally safe location until processing;
- 2 – purchase records processing materials and shelving for storage;
- 3 – process the records (sort, organize, arrange, inventory, re-house); and
- 4 – transfer records to assembled shelving at an environmentally safe location.

The Project's Original Plan of Work

The original Plan of Work was to relocate the records to an environmentally safe room at the Riverview School which is the offsite storage facility which Cobb Memorial Archives uses for storage of the West Point Pepperell textile manufacturing archival records. Timing of activities was as follows:

October 2013:

- Purchase shelving and assemble at Riverview School and move records onto shelving
- Purchase supplies (boxes, file folders, box labels, plasticclips)

November – May 2014:

●Sort, organize, arrange, inventory and re-house the Commission's records. It was anticipated that this project would require a total of 230 personnel hours over the course of the grant period. The actual total personnel hours amounted to 256. The order of work was originally planned to be as follows:

What	When	Who
Bound Volumes, Books, Video Tapes	Nov 2012	Sandra Lee
Testing Records	Nov 2012 – Jan 2013	Jenny Batson
Loose newspapers, newsletters, magazines	Dec 2012	Sandra Lee
Miscellaneous boxed contents (photographs, manufacturing documents, etc)	Jan 2013 – Apr 2013	Sandra Lee, Jenny Batson

Processing would consist of these activities:

- Collection records would first be sorted, organized and arranged into meaningful groups.
- Electronic finding aids, consisting of inventories, locations and descriptions, would be created which would provide item-level access to these records. These finding aids would be stored in Word, which serves as our current software for collection inventories. The Collection would be listed in our Master Collection Database (Excel) with location identifiers for ease of retrieval.
- All metal, rubber bands and/or other corrosive, non archival-safe fasteners would be removed and replaced with Plastiklips.
- All records would be filed in archival-safe file folders and identified with number 2 pencils.
- All file folders would be placed in archival-safe collection boxes with appropriate labeling.
- All boxes would be located on shelving with labels forward facing for ease of retrieval.

May 2014:

- Final report made to the granting agency, Alabama HRAB, and to Valley Historic Preservation Commission.
- A public media announcement will be made on the accessibility of the records in the Archives.

Changes to the Work Plan

Changes to the Work Plan included:

1 – Volunteers originally planned to work on this project were unavailable. One volunteer was hired by Cobb Memorial Archives as a part-time employee after the grant application was submitted. The other individual had family health issues that prevented her from continuing her volunteer activities with us. Two other individuals were approved by Tom Turley to serve on this project as volunteers. A modest amount of additional supervision was required of the Project Manager.

2- The amount of materials was estimated to be twice the amount than was realized. Unknown at the time, City of Valley archive materials had been placed with the Valley Historic Preservation Commission records with no easy identification. Cobb Memorial Archives was not aware of this until containers were opened for processing. At that time, City of Valley archives materials were set aside and ultimately returned to the City.

3 – Despite a reduction of materials being processed, the amount of time (total hours) to process the Commission’s records took longer than estimated. This was due in part to the haphazard manner (mixture of materials such as tapes with documents and newspapers) in which the materials were originally placed in containers when donated to the Commission, as well as the amount of time for processing the “Testing Records”.

4 – While the Work Plan called for specific types of materials to be processed on specific dates, the Commission’s records were in containers based on what was received at any given time, so newspapers were mixed in with tapes, magazines, and photographs. Therefore, volunteers processed materials as they were removed from containers.

Changes to Procedures

Procedural changes during this project consisted of the following:

1 – Volunteer’s work schedules. When volunteers were replaced, the Project Manager accommodated each volunteer’s availability for project work. The number of hours per week for the

volunteers originally were scheduled for 12 hours and 8 hours per week, respectively for each volunteer, over a 10-week period. The new schedule incorporated flexibility into the days per week and the hours available to work. The first volunteer began work in early December 2013 and the second volunteer began work in late January 2014. Because of built-in flexibility, the first volunteer worked approximately 20 weeks, averaging about 7 hours per week. The second volunteer worked approximately 13 weeks averaging just under 5 hours per week.

2 – Dates which types of materials were processed. Due to the nature of the contents in the containers, it was more efficient to process the materials as the containers were opened. Therefore, various types of materials were processed at the same time. This was done for efficiency in handling the processing tasks, as well as lack of space for putting materials in a holding location until the scheduled time for processing.

Changes to the Budget

The following changes occurred in our budget:

Category	Budget	Actual Cost	Explanation
Salaries - volunteers	\$1979	\$2,126.48	More time required for processing "Testing Records" and sorting containers
Equipment, Supplies, Materials - Boxes	\$810	\$363.60	Savings due to purchase of flat archival boxes on sale instead of pre-made boxes
Equipment, Supplies, Materials - Shelving	\$500	\$844.88	Failed to include Post Kits to the estimate

Fulfillment of Project's Goals

The project goals have been successfully achieved. The project began in November 2013. Due to a delay in the funding check being sent out, the project end date was adjusted to June 30, 2014. Our project was completed on June 23, 2014 with all records processed, boxes and contents easily identified, shelving assembled and placed in an environmentally safe location, and newly housed Commission records placed on shelving for ease of access and environmental risk reduction.

Improvements that Will Result from the Grant

This grant allowed the Commission's records to be correctly and adequately identified, housed, stored and preserved for future generations. Inventories of all materials will enable historians and researchers to be informed of the contents of this collection, and allow archival staff to easily access and provide these records in a timely fashion. Appropriate re-housing and storage of these records will enable them to be preserved indefinitely.

How Cobb Memorial Archives Can Build on Progress Made Under This Grant to Further Records Programs, Collections, Services, etc.

Cobb Memorial Archives has publicized the grant work being done for this collection through newspapers and on Facebook. This publicity, as well as a media announcement of project completion, serves to raise awareness of the mission of the Archives, of the reputation of the Archives as a suitable location for items of local historical significance, and to stimulate interest among other individuals and groups to donate their items of this nature to our facility for long term preservation. Additionally, the public is invited to visit the Archives to view any items which have been placed in our care.

What are our future plans?

Because the extent of this collection was over-estimated during the application phase, shelving purchased through this grant exceeds immediate needs. Future plans for this shelving are to use it for additions to this collection that Cobb Memorial Archives or the Valley Historic Preservation Commission receive.

Additionally, a public media announcement will be made on the accessibility of these records as part of the Cobb Memorial Archives' holdings.

Cobb Archives awarded grant

By THE TIMES-NEWS

VALLEY — The Alabama Historic Records Advisory Board recently awarded funding to Bradshaw Library and Cobb Memorial Archives to preserve and make accessible documents related to the area's textile heritage.

These documents were gifted by the Valley Historic Preservation Commission to Cobb Archives earlier this year as part of a partnership with the commission, whereby documents pertaining to local historical significance would be received by Cobb Archives and artifacts would continue to be received by the Commission.



ARCHIVES AWARDED GRANT — On hand to review the letter officially notifying Bradshaw Library and Cobb Archives of an Alabama Historic Records Advisory Board grant award are, seated, from left, Penny Crowder, Valley Historic Preservation Commission committee member; Terry Martin, VHPC chair; Mary Hamilton, director of Bradshaw Library and Cobb Archives; and Elizabeth Hall, VHPC committee member. Standing, from left, are Josie Valles, VHPC committee member; Paula Maddox, archives administrator; and Tabitha Truitt, assistant director of Bradshaw Library. Members of the VHPC not present were Pat Blankenship, Barbara Brooks, Jane Fulghum, Jeanette Mason and Jason Williams.



Chambers County Library
November 18, 2013

COBB ARCHIVES & BRADSHAW LIBRARY AWARDED GRANT — The Alabama Historic Records Advisory Board recently awarded funding to Bradshaw Library and Cobb Memorial Archives to preserve and make accessible documents related to the area's textile heritage.

These documents were gifted by the Valley Historic Preservation Commission to Cobb Archives earlier this year as part of a partnership with the commission, whereby documents and photographs of significance would be received by Cobb Archives and artifacts would continue to be received by the Commission. — with Barbara Brooks, Josefa Vargas, Jason Williams, Terry Lee Wall, Gilmore Maddox, Mary Hamby Hamilton Truitt.

Share

John L. Rush, Lance Easterwood, Rosemary Wood and 26 others like this.

2 shares



Joe Moore I remember when you were at East Point library!
November 18, 2013 at 3:08pm



Mary Hamby Hamilton Joe, I loved East Point library. That was my first job.



Cobb Memorial Archives
March 26

The Alabama Historic Records Advisory funding to Bradshaw Library and Cobb Memorial Archives to preserve and make accessible related to the area's textile heritage. They were gifted by the Valley Historic Preservation Commission to Cobb Archives in late 2012 in partnership with the Commission where artifacts pertaining to local historical significance received by Cobb Archives and artifacts to be received by the Commission. Paul Hackett, Archives Administrator and long-time Archivist at Auburn University, and long-time Archivist at Auburn University (who was an intern with two years ago), are busy organizing, inventorying, re-housing these valuable local documents so they are accessible and preserved for future generations.

Tag Photo Add Location E

Like · Comment · Share

Leah Carpenter, Lee Ann Leak, Julie F...
others like this.



Kevin Hackett Robin. Let me know across any correspondence with J mentioned. He was VP of J.P. Stevens...



Write a comment

Date: 12/04/13
 Collection Number: 548
 Location: Riverview School
 Page 1 of 2
 Processed by: Bennie Gross

Cobb Memorial Archives
 3419 20TH Avenue
 Valley, Alabama 36854

Collection Title: Chattahoochee Valley Historic Preservation Commission
Box 1: F1-18

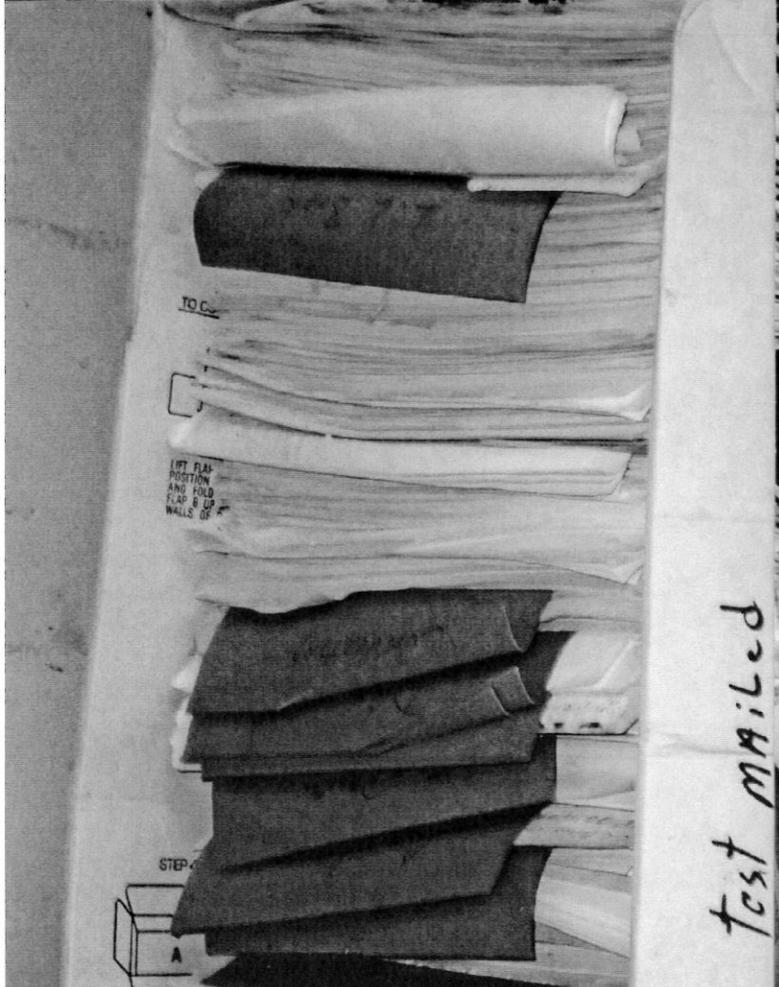
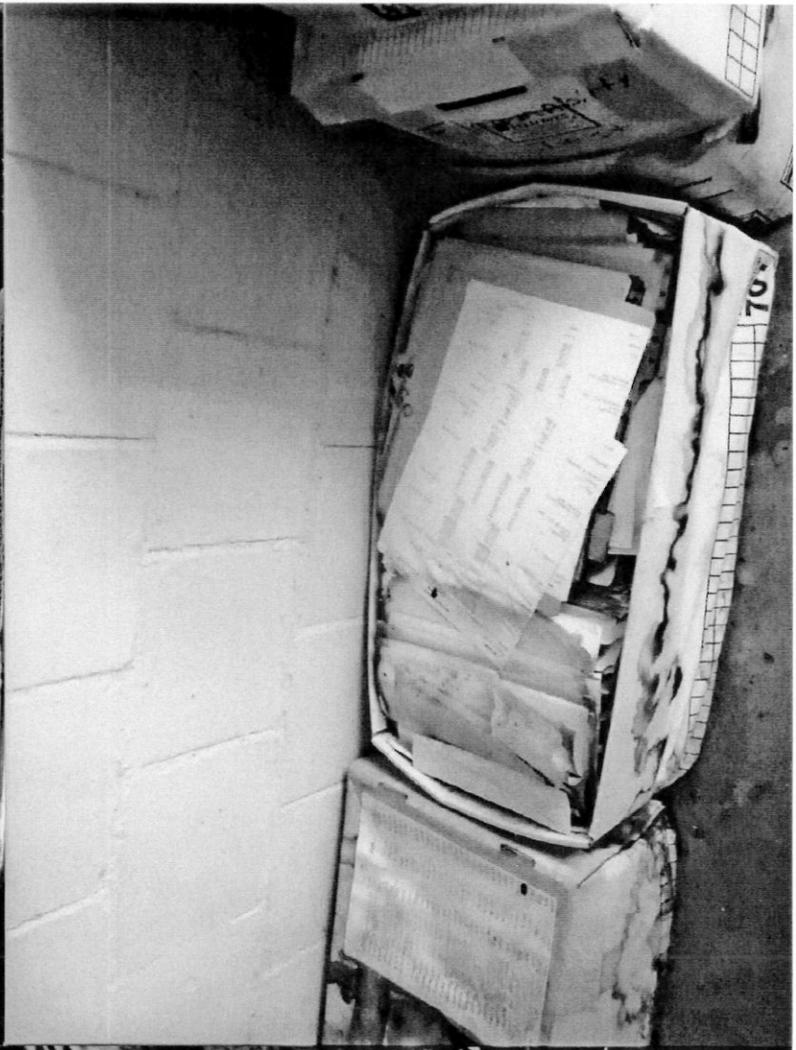
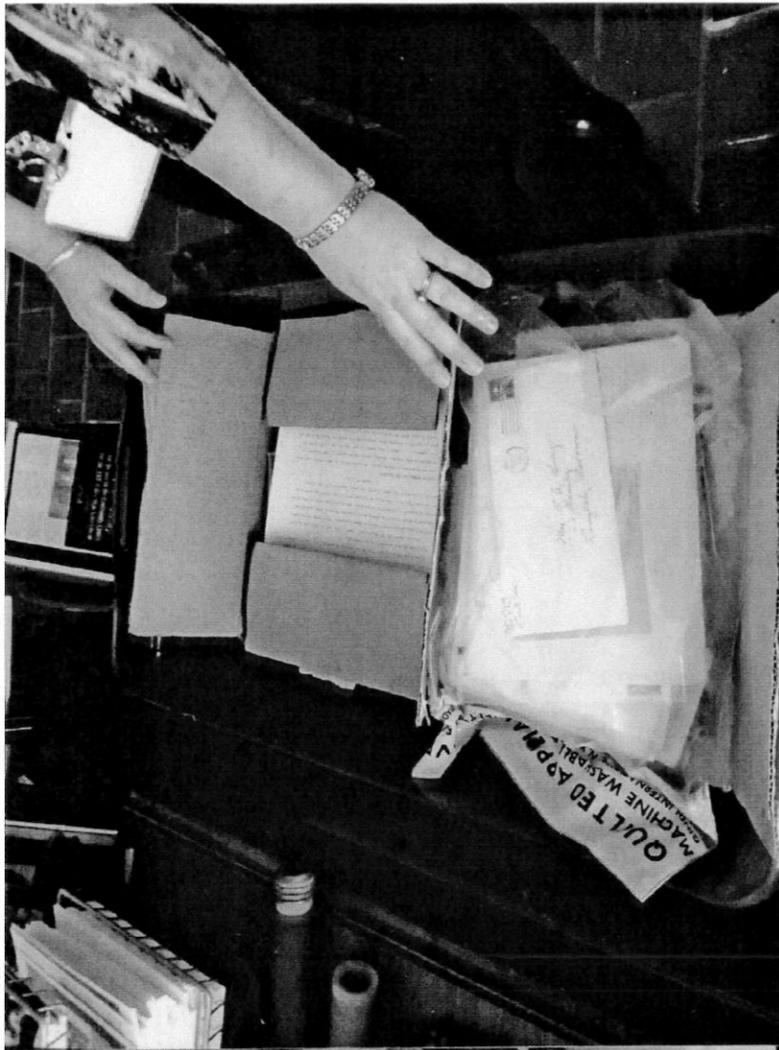
File	Description
F-1	Five Books – The Alabama Review, Baby Rams Memory Book Year unknown, One Vallerata Annual year 1973, two 1974 Vallerata Annuals year, (All Annuals belonging to Tim last name unknown.)
F-2	1939 LaFayette Lanier High School Diploma belonging to Frances Virginia Gray, other contents in with diploma are one High School Memories belonging to Frances Virginia Gray. One newspaper article and two pictures.
F-3	One Shawmut Mill No. 1 Waste Manual by Wilton Milner date Dec. 1962. Inserted Comer Maintenance April 26, 1962
F-4	Teacher’s Plan Book Plus #2
F-5	Layout Reports for Fairview Mill for Dec 1997
F-6	Bill of Landings for Fairview Plant, Bales of cotton shipped to plant, Dec. 1997
F-7	WPP Recreation facility proposal and Acceptance Letter September 7, 1993
F-8	One CD of the Unveiling of Historical marker at Lanier Memorial Hospital May 11, 2011
F-9	Seven IBM Diskette of 128 Bytes
F-10	Six Green Stamps Books
F-11	Bulletin Heritage Newsletter Summer 2011, Bulletin 1982, No. 23 Regulations and Accommodations for Exceptional Students
F-12 A	Area Photographs (47) Undefined locations.
F-12 B	Auburn Photographs (5 Photos & 2 Copies)
F-12 C	Langdale Dam Photographs (14)
F-12 D	City of Valley Photographs (18)
F-12 E	Post Cards (7)
F-12 F	(2) Langdale School Photographs & 1 Copy of Fairfax Post Office & 1 Copy of Fairfax Depot
F-12 G	5 Copies of The Valley Area Arts Council
F-12 H	3 Black & White Photographs of Train Ride from the West Pointer
F-12 I	Copies of Photographs of Riverdale Mill (3)
F-12 J	Nature Photography - 1 original and 4 copies
F-12 K	Town of Langdale (5) Photographs & (9) Copies
F-12 L	(8) Farmer’s Market Photographs (Langdale)
F-12 M	(1) Photograph of Iron Man at Langdale & (4) copies
F-12 N	(31) Sketches of Mills and Fireplace
F-12 O	(29) Photographs of Christmas in Valley & (5) Copies

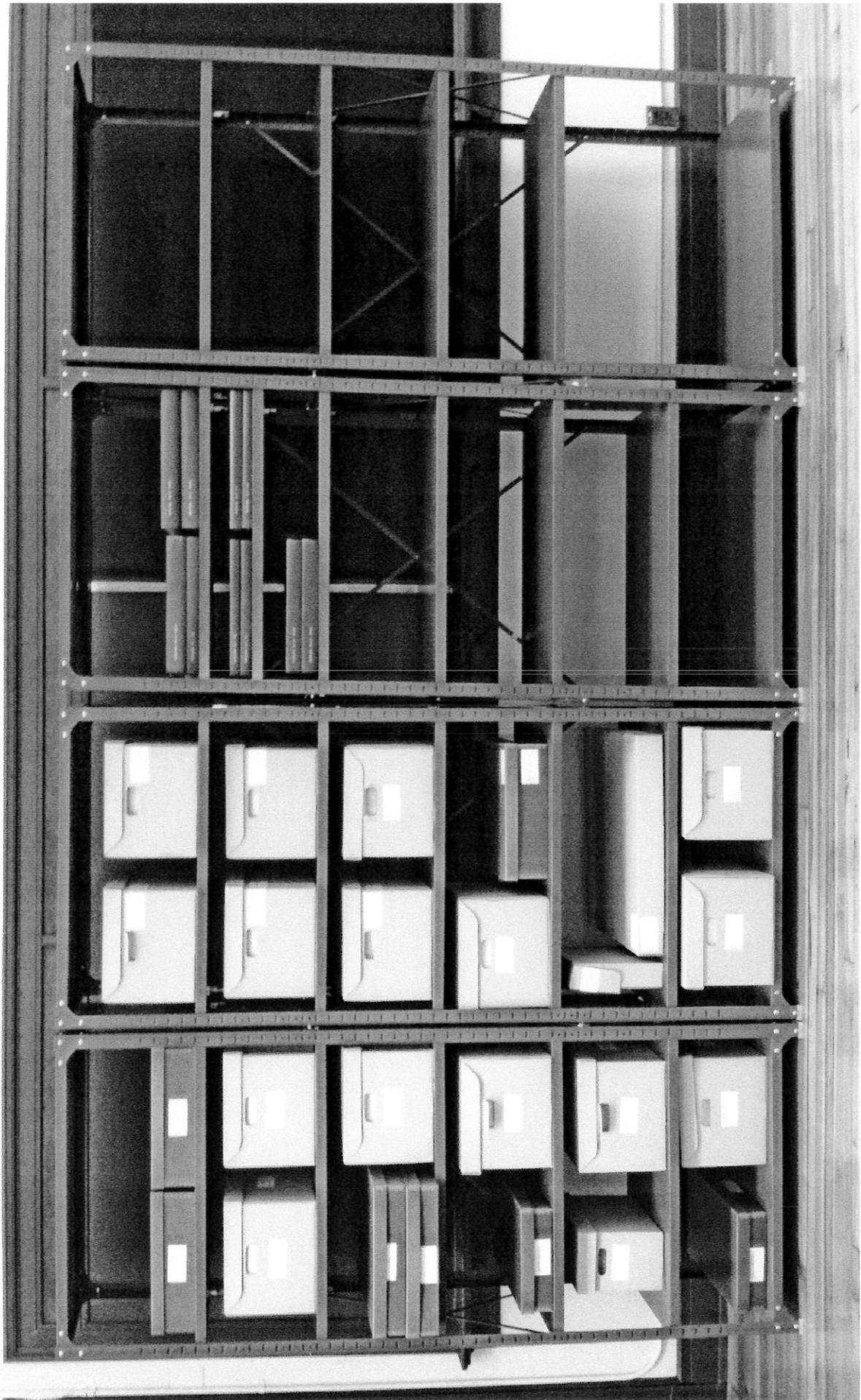
Date: 12/04/13
Collection Number: 548
Location: Riverview School
Page 2 of 2
Processed by: Bennie Gross

Cobb Memorial Archives
3419 20TH Avenue
Valley, Alabama 36854

Collection Title: Chattahoochee Valley Historic Preservation Commission

File	Description
F-12 P	Valley Alabama Calendar year 2004
F-12 Q	Misc. Pictures some originals and some copies, some B&W. Unidentified (68)
F-12 R	Color Photographs of Day on the River Event in 1994. (64)
F-12 S	Color Photographs of Valley City Council being sworn in. (8)
F-12 T	One Photo Book containing (18) pictures all unidentified.
F-12 U	Flyer for the Re-Election of Arnold Leak as Mayor
F-13	WestPoint Pepperell/Employee News – Year 1977 (3); Year 1978 (4); Year 1979 (1); Year 1980 (7); Year 1981 (15); Year 1982 (18); Year 1983 (12); Year 1984 (11); Year 1986 (15); Year 1987 (16); Year 1988 (2):
F-14	Newspaper: The Avondale Sun 1937 (1) , Sales Paper no name
F-15	Magazines -- Beyond Auburn (2); Look Year 1940 (1)
F-16	Newspaper: Year 1980 Miss Chattahoochee Valley Pageant (1);
F-17	Newspaper; Sales Flyer-undated
F-18	Charrette Themes for Langdale Mill





Bennie
 12/04/13
 12/05
 12/06
 12/09
 12/10
 12/11
 12/12
 12/13
 12/18
 12/30
 1/10/14
 1/13
 1/14
 1/15
 1/17
 1/21
 1/23
 1/24
 1/27
 2/3
 2/4
 2/6
 2/10
 2/11
 2/13
 2/17
 2/19
 2/20
 2/24
 2/25
 2/27

Date	Arrival Time	Departure Time	Total Hrs:Mins	Tasks Performed	
1	10:15	1:20	3:05	3:05	TRANSPORT materials; SORT + inventory
2	10:30	1:15	2:45	5:50	SORT + inventory
3	10:15	12:20	2:05	7:55	inventory
4	10:00	1:00	3:00	10:55	re-housing
5	10:25	1:00	2:35	12:40	sorting + inventory
6	10:05	1:15	3:10	15:50	" "
7	11:15	3:20	4:05	19:55	" "
8	10:00	2:00	3:00	22:55	inventorying + re-housing
9	10:15	11:45	1:30	24:25	re-housing + labeling boxes
10	10:15	12:15	2:00	26:25	transport; sort
11	10:30	12:30	2:00	28:25	re-housing
12	10:15	12:15	2:00	30:25	re-housing
13	10:15	12:45	2:30	32:55	transport; SORT
14	10:00	1:00	3:00	35:55	SORT / inventory
15	10:00	1:30	3:30	39:25	" "
16	10:00	1:00	3:00	42:25	" "
17	10:15	1:00	2:45	45:10	" "
18	10:15	1:45	3:30	48:40	" "
19	10:15	12:45	2:30	51:10	" "
20	10:00	1:00	3:00	54:10	" "
21	10:00	1:30	3:30	57:40	" "
22	11:15	1:30	2:15	59:55	" "
23	10:08	1:10	3:00	62:55	" "
24	10:20	12:20	2:00	64:55	" "
25	10:10	12:30	2:20	66:15	rehouse
26	10:20	11:30	1:10	67:25	rehouse
27	10:52	12:45	2:05	68:30	rehouse; inventory
28	10:10	1:10	3:00	71:30	inventory
29	10:05	12:05	2:00	73:30	sort inventory
30	10:10	12:00	2:10	75:40	" "
31	11:30	1:25	3:00	78:40	" "
Total Hrs:			78:40	Total # Times:	

Volunteer signature: Bennie Groves

Date: 12/04/13

Bernie

Page 2 of 2 for Bernie Cross

Date	Arrival Time	Departure Time	Total Hrs:Mins	Tasks Performed	
3/03	10:30	12:30	2:00	2:00	Re-housing; inventorying
3/04	10:30	12:30	2:00	4:00	" "
3/6	10:15	12:45	2:30	6:30	" "
3/11	10:08	1:00	3:00	9:30	" "
3/14	10:30	1:00	2:30	12:00	" "
3/24	10:15	11:45	1:30	13:30	" "
3/25	10:10	1:00	3:00	16:30	" "
3/27	10:05	1:05	3:00	19:30	" "
3/31	10:15	10:45	.30	20:00	"
4/1	10:15	12:15	2:00	22:00	"
4/3	10:15	12:15	2:00	24:00	"
4/4	10:15	1:15	3:00	27:00	"
4/10	10:00	12:30	2:30	29:30	"
4/15	10:30	12:30	2:00	31:30	transport + ^{sort} inventorying
4/17	10:15	11:55	1:40	33:10	inventory + rehouse
4/21	10:30	12:30	2:00	35:10	"
4/23	10:15	11:15	1:00	36:10	"
4/24	10:00	12:30	2:30	38:40	"
4/25	10:15	12:45	2:30	41:10	"
4/29	10:45	12:45	2:00	43:10	"
5/1	10:45	12:45	2:00	45:10	"
5/5	10:00	10:35	.35	45:45	"
5/8	10:00	12:00	2:00	47:45	"
5/16	10:00	12:00	2:00	49:45	labeling + transport + sort
5/19	10:00	12:00	2:00	51:45	sort + inventory + rehouse
5/21	10:30	1:00	2:30	54:15	inventory + rehouse
5/22	10:15	12:45	2:30	56:45	"
5/23	10:00	12:30	2:30	59:15	"
6/4	10:30	12:00	1:30	60:45	"
6/12	10:00	11:40	1:40	62:25	"
6/13	11:15	11:45	.30	62:55	labeling + final inventory
		Total Hrs:	62:55	Total # Times:	

Page 1 of 2

total hrs 178:40

Volunteer signature: Bernie Cross

Date: 6-26-14

total hours 141.35

1/22/14
 1/24/14
 1/31/14
 2/7/14
 2/14/14
 2/19/14
 2/21/14
 2/26/14
 3/5/14
 3/7/14
 3/12/14
 3/21/14
 3/21/14
 3/26/14
 3/28/14
 4/9/14
 4/16/14
 5/1/14
 5/9/14
 5/15/14
 5/16/14
 5/21
 5/23
 5/28
 5/30
 6/4
 6/4
 6/11
 6/13
 6/14
 6/16

Date	Arrival Time	Departure Time Cum		Total Hrs:Mins	Tasks Performed
1	10:00	1:35	3:35	3:35	Sorting, Arranging
2	10:00	1:40	3:40	7:15	Sorting, arranging, re-folding
3	10:09	1:15	3:15	10:30	sorting, refolding
4	10:10	1:53	3:40	14:10	sorting, refolding
5	10:40	1:55	3:15	17:25	sorting, refolding
6	10:07	1:41	3:45	21:05	sorting, refolding
7	10:15	2:02	3:45	24:50	sorting, refolding
8	10:02	1:18	3:20	28:10	sorting, refolding
9	10:08	1:25	3:10	31:20	sorting, refolding
10	10:03	1:29	3:30	34:50	sorting, refolding
11	10:00	1:30	3:30	38:20	refolding
12	10:05	1:30	3:30	41:50	refolding
13	10:15	1:30	3:15	45:05	refolding
14	10:05	1:35	3:30	48:35	refolding
15	11:15	1:50	2:35	51:10	refolding
16	10:00	12:30	2:30	53:40	"
17	10:20	1:30	3:10	56:50	"
18	10:05	1:05	3:00	59:50	"
19	10:20	1:30	2:10	62:00	"
20	10:08	1:35	3:25	65:25	"
21	11:15	2:00	2:45	68:10	"
22	10:00	10:50	2:50	69:00	sorting, refolding
23	10:55	1:55	3:00	72:00	sorting, refolding
24	10:30	2:20	3:10	75:10	sorting, refolding
25	1:40	4:40	3:00	78:10	"
26	2:00	4:15	2:15	80:25	"
27	4:45	6:00	2:45	83:10	"
28	11:05	2:20	3:15	85:25	"
29	1:25	4:20	3:05	88:30	"
30	1:00	2:00	1:00	89:30	Inventory
31	4:15	4:30	:15	89:45	labeling boxes
Total Hrs:				89:45	Total # Times:

Volunteer signature: Robin Brown Date: 1-22-14



Best experience in office products

11811:
Order Date : 11/20/2013
Ship Date : 11/21/2013
InvoiceDate : 11/20/2013
TIN : 36-2952904

P.O. Box 37600 Philadelphia, PA 19101-0600
Customer Service: 1-800-789-8965

0020658 01 MB 0.402 **AUTO T8 0 1833 36854-321219 -C01-P20668-11
Sold To:

Chambers County Library

3419 20Th Ave
Valley AL 36854-3212



Ship To:
Chambers County Library

3419 20Th Ave
Valley AL 36854



1833-01-00-0020658-0001-0028804

Customer PO : 11202013archive Order# : 61460299 Invoice# : 7399546 Account# : C2751073

Item Number	Description	Color	Qty shipped	Price/UM	Extended
✓ 901-10339Q	Fldr ltr 11Pt 1/3 rec mla	Mnila	10	\$7.19/box	\$71.90
✓ 901-7-38106	Removable 4X 3-1/3 label	White	1	\$21.59/box	\$21.59
052-6252	Safco industrial shelving	Gray	0	\$0.00/	\$0.00
The item above will be shipped and billed separately					
052-6256	Safco industrial post kit	Gray	0	\$0.00/	\$0.00
The item above will be shipped and billed separately					

Remember you can check your order status & tracking, print invoices and more in the Manage My Account section on Quill.com.



Earn up to **\$20** per month in QuillCash
Go to Quill.com/inkrecycle

Mdse Total: \$93.49
Tax: \$0.00
Freight: Free

Go paperless! Get email alerts when you have new invoices.
To get started, just go to quill.com, click on the "My Account" link,
then the account alert link.
To help apply your payment properly, remember to include your **account #**
on your check and remit your payment to the address shown below.

Amount Due: \$93.49
Due Date: 12/20/2013

Customer is responsible for collection fees, court costs and reasonable attorney fees to collect unpaid accounts

Payment Coupon: Please detach and enclose this portion with your payment. Please do not staple. Thank You.

Account Number: **C2751073**
Chambers County Library



Invoice Number: **7399546**
Invoice Date: 11/20/2013
Amount Due: \$93.49
Payable in U.S. Dollars

Payable to:

Quill Corporation
P.O.Box 37600
Philadelphia, PA 19101-0600

0011000000073995460002751073510000000093497

Place an "X" above _____ if you include any comments, suggestions and/or address changes on the back of this payment slip.



Order anytime at www.quill.com
 To contact one of our friendly representatives, please E-mail us at info@quill.com Or, call us at 1-800-789-1331.

Thank you for ordering from Quill.com!

QUILL CORPORATION

CHAMBERS COUNTY LIBRARY
 WRIGHT/CATHY
 3419 20TH AVE
 VALLEY, AL 368543212
 Contact: WRIGHT/CATHY (334) 768-2161

SHIPTO

SOLD TO

CHAMBERS COUNTY LIBRARY
 3419 20TH AVE
 VALLEY, AL 368543212

Rec
117013

PACKING LIST

REFER TO THIS ORDER NO. FOR ALL INQUIRIES

ACCOUNT NUMBER	SHIP DATE	ORDER NO.
0002751073	11/20/13	61460299
PURCHASE ORDER NO.	RELEASE NO.	
11202013ARCHIVES	WRIGHT/CATHY	

SHIPPING LOCATION: Atlanta, GA FC

CARRIER/ROUTE: LGF/COU /01

TOTAL PACKAGES: 3

PAGE: 1

Elevator: Hours: 03929

SPECIAL INSTRUCTIONS

CATHY WRIGHT;

CARTON NUMBER	ITEM NUMBER	ITEM DESCRIPTION / MODEL NUMBER	UNIT MEAS	QTY ORDERED	QTY SHIPPED
**** 6750395734	10339Q/MNILA 040, 6750395739095	FLDR LTR 11PT 1/3 REC MLA /10339	BX	10	10
6750395734	977 7-38106/WHITE	REMOVABLE 4X 3-1/3 LABEL /738106	BX	1	1
The following item will ship and bill separately					
	6252/GRAY	SAFCO INDUSTRIAL SHELVING /6252	PK	5	0
The following item will ship and bill separately					
	6256/GRAY	SAFCO INDUSTRIAL POST KIT /6256	PK	4	0
***** Please tell us how we are doing for a chance to win \$1000 in merchandise from Quill! To participate go to www.quill.com/surveytoday and enter Survey Code 61460299. For rules visit www.quill.com/surveyrules . *****					
4 shelf units (Post kits) (Shelving shipped in 5 boxes)					

For return information, please contact

Quill.com:

www.quill.com/returns

or

call 1-800-789-1331

ATTN: Returns Department
 Order # 61460299
 Account # 0002751073
 Quill.com
 7701 Staples Drive
 Lithia Springs, GA 30122

Place orders faster, smarter and easier at www.quill.com



Thank You for Your Order!

Use the above label for product returns only



Best experience in office products

11079:
Order Date : 11/20/2013
Ship Date : 11/21/2013
InvoiceDate : 11/22/2013
TIN : 36-2952904

P.O. Box 37600 Philadelphia, PA 19101-0600
Customer Service: 1-800-789-8965

0018746 01 MB 0.402 **AUTO T2 0 1835 36854-321219 -C01-P18755-11
Sold To:

Chambers County Library



Ship To:
Chambers County Library

3419 20Th Ave
Valley AL 36854-3212

3419 20Th Ave
Valley AL 36854



Customer PO : 11202013archive Order# : 61460300 Invoice# : 7439951 Account# : C275107

Item Number	Description	Color	Qty shipped	Price/UM	Extended
052-6252	Safco industrial shelving	Gray	5	\$111.76/pack	\$558.80
052-6256	Safco industrial post kit	Gray	4	\$71.52/pack	\$286.08

Your coupon savings of \$100.03 is reflected in the item prices on this invoice

Actual shelves
(5 boxes w/
shelves for
4 units)

Shelving structures
in 4 boxes (4 units)



Remember you can check your order status & tracking, print invoices and more in the Manage My Account section on Quill.com.



Earn up to \$20 per month in QuillCash™
Go to Quill.com/inkrecycle

Mdse Total:	\$844.88
Tax:	\$0.00
Freight:	Free

Go paperless! Get email alerts when you have new invoices.
To get started, just go to quill.com, click on the "My Account" link,
then the account alert link.
To help apply your payment properly, remember to include your **account #**
on your check and remit your payment to the address shown below.

Amount Due:	\$844.88
Due Date:	12/22/2013

Customer is responsible for collection fees, court costs and reasonable attorney fees to collect unpaid accounts



MAIL PAYMENTS TO:
GAYLORD BROS., INC. PO BOX 4901 SYRACUSE, NY 13221-4901

Invoice
2226502

Credit Department Phone: 800-782-1397
Credit Department Email: accountsreceivables@gaylord.com

Account Number: 151737 Order Number: 23752222 Page: 1 of 1

Bill To: Attn: Accounts Payable
H G BRADSHAW CHAMBERS COUNTY LIBRARY
3419 20TH AVE
VALLEY AL 36854-3212

Ship To: CATHY WRIGHT
H G BRADSHAW CHAMBERS COUNTY LIBRARY
3419 20TH AVE
VALLEY AL 36854-3212

Invoice #:	2226502	Ship Via:	FedEx Ground
Invoice Date:	Nov 21, 2013	Shipped:	Nov 21, 2013
Due Date:	Dec 21, 2013	Terms:	Net 30
PO Number:	11/20HRAB/GRANT		

Ordered Quantity	Shipped Quantity	Catalog Number	Description	Unit Price	Extended Price
2	2	VSB1515	Box Shallow Lid Buff 4 7/8Hx15 1/2Wx15 1/2L Blue Grey	15.85	31.70

for VHS tapes

Sub Total	Shipping and Processing	Tax	Total
31.70	16.33	0.00	48.03

Sub Total	Shipping and Processing	Tax	Total
31.70	16.33	0.00	48.03

SOLD TO:
Attn: Accounts Payable
H G BRADSHAW CHAMBERS COUNTY LIBRARY
3419 20TH AVE
VALLEY AL 36854-3212

Account Number: 151737
Invoice #: 2226502



MAIL PAYMENTS TO:
GAYLORD BROS., INC. PO BOX 4901 SYRACUSE, NY 13221-4901

Invoice
2225900

Credit Department Phone: 800-782-1397
Credit Department Email: accountsreceivables@gaylord.com

Account Number: 151737 Order Number: 23751179 Page: 1 of 1

Bill To: Attn: Accounts Payable
H G BRADSHAW CHAMBERS COUNTY LIBRARY
3419 20TH AVE
VALLEY AL 36854-3212

Ship To: CATHY WRIGHT
H G BRADSHAW CHAMBERS COUNTY LIBRARY
3419 20TH AVE
VALLEY AL 36854-3212

Invoice #:	2225900	Ship Via:	FedEx Ground
Invoice Date:	Nov 20, 2013	Shipped:	Nov 20, 2013
Due Date:	Dec 20, 2013	Terms:	Net 30
PO Number:	11202013 HRABGRANT		

Ordered Quantity	Shipped Quantity	Catalog Number	Description	Unit Price	Extended Price
50	50	N121410	Record Storage Carton Flip Top B Flute 12 3/8x14 1/2x10 1/4	5.00	250.00

Sub Total	Shipping and Processing	Tax	Total
250.00	100.01	0.00	350.01

Sub Total	Shipping and Processing	Tax	Total
250.00	100.01	0.00	350.01

SOLD TO:
Attn: Accounts Payable
H G BRADSHAW CHAMBERS COUNTY LIBRARY
3419 20TH AVE
VALLEY AL 36854-3212

Account Number: 151737
Invoice #: 2225900



Phone: 800-634-6307
 Fax: 800-272-3412
 Website: www.gaylord.com
 Return: 7282 William Barry Blvd.
 North Syracuse, NY 13212
 United States

Date: 20-NOV-2013

Page: 1 of 1

Ship Via: FedEx Ground-Parcel-Ground

SHIP TO:

H G BRADSHAW CHAMBERS COUNTY
 LIBRARY
 3419 20TH AVE
 VALLEY, AL 36854-3212
 United States

BILL TO:

H G BRADSHAW CHAMBERS COUNTY
 LIBRARY
 3419 20TH AVE
 VALLEY, AL 36854-3212
 United States

PACKING LIST

Thank you for your order.
 Separate Invoice will be sent.

Customer Number: 151737
 Customer Name: CATHY WRIGHT

Customer PO Number: 11202013 HRABGRANT
 Order Number: 23751179
 Delivery Id: 3569495

Please refer to this number on all correspondence

Line	ORDER	SHIP	REMAINING	UOM	Item Number	Description/Title	Weight
1	50	50	0	EA	N121410	Record Storage Carton Flip Top B Flute 12 3/8x14 1/2x10 1/4	1.5

Customer Service hours are Monday - Thursday, 8.00 am to 7.00 pm, Friday 8.00 am to 6.00 pm, EST. You can reach Customer Service at 800-634-6307

***** Special Instructions *****



ONLY \$5.00

Enter priority code
MRSB50
in your cart.

SAVE NOW

Hurry, only while supplies last!

FORWARD TO A FRIEND: SHARE: Like

[MANAGE SUBSCRIPTION](#) | [CONTACT US](#) | [CUSTOMER SERVICE](#) | [MY ACCOUNT](#) | [SHOP OUR CATALOGS](#)

***Box will not accommodate legal-size documents or folders. Discount valid on #N121410 Multipurpose & Record Storage Boxes only. Offer cannot be used in conjunction with volume pricing.**
Pricing during promotional periods is not applicable to prior purchases. Offer valid in US only.
Offer may not be combined with any single product offer, bid or contract pricing.
Offer valid while supplies last.

Copyright © 2013 Gaylord Bros. Inc. All rights reserved
Gaylord Bros. PO Box 4901, Syracuse, NY 13221

--
Cathy C Wright
Chambers County Library
Circulation Supervisor
334-768-2161
<http://www.chamberscountylibrary.org>

Paula Maddox <paulamaddox@chamberscountylibrary.org>
To: Cathy Wright <cathywright@chamberscountylibrary.org>

Tue, Nov 19, 2013 at 5:07 PM

Thanks! Yes, I do!!!

Please order 50 and note to charge to "HRAB Grant" - Valley Historic Preservation Commission Materials. We don't have the check yet but should get it in December.

Also, at this rate please **order 20 for general Archives use** (primarily for WPP rehousing).

I'll also have a couple of other things for you tomorrow.

[Quoted text hidden]



Paula Maddox <pmaddox9698@gmail.com>

Fwd: 50% off this favorite, Cathy.

2 messages

Cathy Wright <cathywright@chamberscountylibrary.org>
To: Paula Maddox <paulamaddox@chamberscountylibrary.org>

Tue, Nov 19, 2013 at 4:01 PM

Thought you might want to look at this, if you think you will be needing any more of these boxes.

----- Forwarded message -----

From: **Gaylord Bros.** <gaylordbros@email.gaylord.com>
Date: Tue, Nov 19, 2013 at 11:00 AM
Subject: 50% off this favorite, Cathy.
To: CATHYWRIGHT@chamberscountylibrary.org

Save 50% on our Multipurpose & Record Storage Box with code MRSB50!

Please add gaylordbros@email.gaylord.com to your address book to be sure you receive our emails. [View in Browser.](#)



Supplies, Equipment, Furniture & Archival Solutions

100% SATISFACTION GUARANTEED

FIND US:



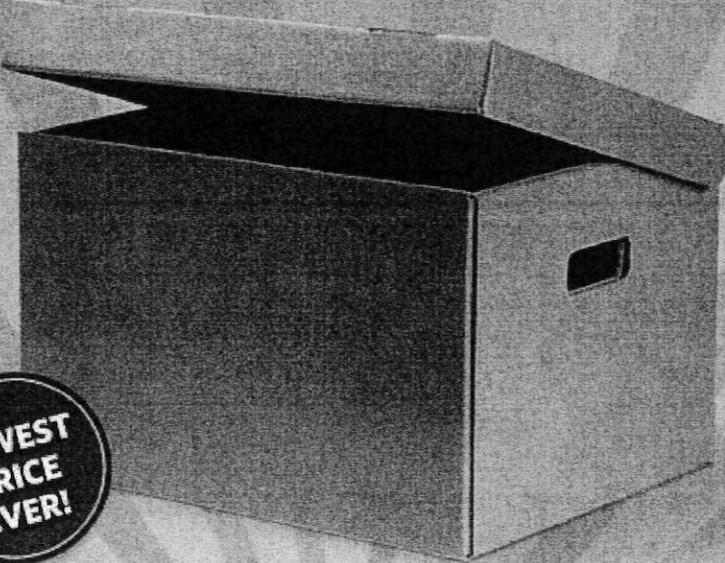
Book Trucks & Returns	Library Supplies & Signage	Media Storage/ AV & Security	Children's Supplies & Furniture	Furniture & Seating	Community Engagement	Archival	Exhibit & Display
-----------------------	----------------------------	------------------------------	---------------------------------	---------------------	----------------------	----------	-------------------

STOCK UP SALE!

SAVE 50%

on our Multipurpose & Record Storage Box

Store everything from letter-size* documents & folders to artifacts!



LOWEST PRICE EVER!



MAIL PAYMENTS TO:
GAYLORD BROS., INC. PO BOX 4901 SYRACUSE, NY 13221-4901

Invoice
2227032

Credit Department Phone: 800-782-1397
Credit Department Email: accountsreceivables@gaylord.com

Account Number: 151737 Order Number: 23752222 Page: 1 of 1

Bill To: Attn: Accounts Payable
H G BRADSHAW CHAMBERS COUNTY
LIBRARY
3419 20TH AVE
VALLEY AL 36854-3212

Ship To: CATHY WRIGHT
H G BRADSHAW CHAMBERS COUNTY
LIBRARY
3419 20TH AVE
VALLEY AL 36854-3212

Invoice #:	2227032	Ship Via:	FedEx Ground
Invoice Date:	Nov 22, 2013	Shipped:	Nov 22, 2013
Due Date:	Dec 22, 2013	Terms:	Net 30
PO Number:	11/20HRAB/GRANT		

Ordered Quantity	Shipped Quantity	Catalog Number	Description	Unit Price	Extended Price
3	3	LP3150	Plastiklips Mixed Size And Colors	17.95	53.85

Sub Total	Shipping and Processing	Tax	Total
53.85	13.11	0.00	66.96

Sub Total	Shipping and Processing	Tax	Total
53.85	13.11	0.00	66.96

SOLD TO:

Attn: Accounts Payable
H G BRADSHAW CHAMBERS COUNTY LIBRARY
3419 20TH AVE
VALLEY AL 36854-3212

Account Number: 151737
Invoice #: 2227032