

# **Library Board Meeting Agenda**

## **09/26/2024**

### **Highland City Hall**

**7:00 pm-Call to Order:** Amy Brinton, Board Chair

**1. Public Comment**

**2. Consent**

Approve Minutes from 07 2024

**3. Reports**

Director's Report

**4. Action/Policy Items**

1. Strategic Plan
2. City Council Presentations
3. Furniture Selection

**4. Discussion Items**

1. Alpine Library Update
2. Library Fund Study
3. Timpanogos Library Consortium Update

**4. Future Agenda Items**

**5. Adjournment**

In accordance with Americans with Disabilities Act, Highland City will make reasonable accommodations to participate in the meeting. Requests for assistance can be made by contacting the City Recorder at (801) 772-4505 at least three days in advance of the meeting.

**ELECTRONIC PARTICIPATION**

Members of the Library Board may participate electronically during this meeting.

**CERTIFICATE OF POSTING**

I, Stephannie Cottle, the duly appointed City Recorder, certify that the foregoing agenda was posted at the principal office of the public body, on the Utah State website (<http://pmn.utah.gov>), and on Highland City's website ([www.highlandcity.org](http://www.highlandcity.org)).

Please note the order of agenda items are subject to change in order to accommodate the needs of the board, staff and the public.

Posted and dated this agenda on the 23rd day of September 2024 Stephannie Cottle, City Recorder

<b>THE PUBLIC IS INVITED TO PARTICIPATE IN ALL LIBRARY BOARD MEETINGS.</b>
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**Minutes from a Regular Meeting of the  
HIGHLAND CITY PUBLIC LIBRARY BOARD**

Thursday, July 25, 2024 at 7:00 p.m.

IN ATTENDANCE

**Board Members**

Jessica Anderson, Secretary  
Amy Brinton  
Ron Campbell  
Lynn Lonsdale  
Kevin Tams, Chair

**Other**

Donna Cardon, Library Director and  
Board Executive Officer  
Doug Cortney, City Council  
Wayne Tanaka, President of the  
Friends of the Library

**Absent Board Members**

Rachel Farnsworth, Vice-Chair  
Wesley Warren

A quorum of the Board being present, Chair Kevin Tams welcomed those in attendance and began the Library Board meeting as a regular meeting at 7:04 p.m. The meeting agenda was posted on the Utah State Public Meeting Website at least 24 hours prior to the meeting.

AGENDA

**1. Public Comment**

None.

**2. Consent**

*a. Approve Minutes from May 2024 Meeting*

Amy Brinton noted an error on the vote to adjourn from the closed session that included Kim Rodella. Amy Brinton moved to approve the May minutes as amended. Lynn Lonsdale seconded the motion. The vote was recorded as follows:

Yes	Jessica Anderson
Yes	Amy Brinton
Yes	Ron Campbell

Yes	Lynn Lonsdale
Yes	Kevin Tams

The motion passed.

### **3. Reports**

#### *a. Director's Report*

Donna Cardon gave her report. She noted that the summer reading program has been a big success with high involvement. Attendance at story, science, and craft times has been about double what it was last summer. Amy specifically noted how high quality the programs have been. The weekly scavenger hunt has been very popular too, with over 3,700 hunts completed. Other programs have also been well attended.

Coming up is the end of summer reading party that is part of the Highland Fling. The Friends will be marching in the Highland Fling parade and in the Alpine Days parade. No weekly programs in August, but there will be visits to back to school nights.

The Lehi library has been closed, so we have seen a jump in Lehi residents registering their cards. The library also opted in to a program to get free blood pressure kits for people to check out. Donna gave a brief update on the collaboration, including that American Fork got the grant to migrate their catalog and Pleasant Grove's to Koha. Donna volunteered to head up the efforts to create the policies to make the collaboration work. Donna also shared an impact story about the study room. Finally, Donna briefly reviewed statistics, including the 171 new patrons, which is a record.

Wayne Tanaka joined the meeting.

### **4. Action/Policy Items**

#### *a. Election of Officers*

The Board discussed the election of officers for the upcoming years. Current officers are Chair: Kevin Tams, Vice-Chair: Rachel Farnsworth, and Secretary: Jessica Anderson.

Jessica Anderson moved to elect Amy Brinton as Chair, Kevin Tams as Vice-Chair, and Jessica Anderson as Secretary for the 2024-2025 year. Ron Campbell seconded the motion. The vote was recorded as follows:

Yes	Jessica Anderson
Yes	Amy Brinton
Yes	Ron Campbell
Yes	Lynn Lonsdale
Yes	Kevin Tams

The motion passed.

*b. New Library Staff Position*

Donna informed the Board that when a library assistant or manager is absent, the library tries to find other staff to cover the shift. However, this results in the same 2-3 staff members feeling obligated to frequently cover shifts. Donna proposed that the library hire a substitute librarian – someone who does not have regularly scheduled shifts but who can be called in to cover as needed. Besides some upfront training time, the position would not result in a budget increase, because the substitute would receive the same pay as what the missing staff member would have earned. The Board discussed the ramifications of the position.

Amy Brinton moved to approve the creation of a new substitute librarian position. Ron Campbell seconded the motion. The vote was recorded as follows:

Yes	Jessica Anderson
Yes	Amy Brinton
Yes	Ron Campbell
Yes	Lynn Lonsdale
Yes	Kevin Tams

The motion passed.

*c. Timpanogos Library Cooperative*

The Board considered the proposed collaboration with the American Fork and Pleasant Grove libraries, tentatively named the Timpanogos Library Cooperative. The collaboration would involve the following:

- The three libraries would establish a courier system to deliver materials between the libraries on a regular basis.

- The three libraries would establish a common catalog, meaning that when a patron searches the catalog, they would see materials from all three libraries
- Patrons from each library would be able to request items from one of the other libraries and have them delivered to their home library for checkout. Likewise, patrons can return materials from other libraries to their home library, which would then deliver them to their library of origin.

In order to join the collaboration, Highland would have to do the following:

- raise its nonresident fee from \$70 to \$90 to match the other libraries
- stop charging overdue fines like the other libraries

Donna outlined and the Board discussed the pros and cons of the collaboration as well as the proposed timeline. The Board confirmed that the collaboration would not impact the digital collection, just the physical collection. The Board also discussed ways to inform the public about the collaboration, the transfer frequency, the potential usage, whether non-book items, like STEM kits, would be included (probably not). The Board also discussed the fiscal impact, including the ongoing discussion of going fine free and the potential of a tax increase for the library. The Board noted the potential issues with policies and liabilities.

Jessica Anderson moved that the Highland City Library work with the American Fork Library and the Pleasant Grove Library towards forming the Timpanogos Library Cooperative. Amy Brinton seconded the motion. The vote was recorded as follows:

Yes	Jessica Anderson
Yes	Amy Brinton
Yes	Ron Campbell
Yes	Lynn Lonsdale
Yes	Kevin Tams

The motion passed.

## 5. Discussion Items

### *a. Pride Month Display Letter*

Kevin Tams asked whether there was a city policy related to anonymous letters. There is no official policy. The Board briefly discussed a letter recently sent to all of the members of the city council from a Highland citizen complaining about a Pride month poster in the library. The Library had five pride posters up in the adult and teen

sections. The Board reviewed the posters and discussed the content and other Library displays. The Board also discussed library ethics and representing the community.

*b. August Meeting*

The Board discussed upcoming agenda items and whether to have a meeting in August. The Board determined not to have a meeting in August, unless something comes up in the meantime.

*c. Schedule City Council Presentations*

Donna noted that we will need to get on the agenda for our annual presentation to our own city council, and on the agendas for similar presentations to the Cedar Hills and Alpine city councils. The presentations are usually given in early in October. Amy and Kevin will work on the presentation and present a draft to the Board at the September meeting.

*d. Furniture Colors*

Donna noted that she got samples for the new furniture. She's going to order the same furniture as is currently in the lobby but in a different colors. Amy and Lynn volunteered to come in and help pick out colors.

## **6. Future Agenda Items**

- Strategic Plan Update (Donna)
- Presentations to the city councils
- Fund study

The Board's next regular meeting will be held on September 26, 2024 at 7:00 p.m.

## **7. Adjournment**

Jessica Anderson moved to adjourn the Library Board meeting. Lynn Lonsdale seconded the motion. The vote was recorded as follows:

Yes	Jessica Anderson
Yes	Amy Brinton

Yes	Ron Campbell
Yes	Lynn Lonsdale
Yes	Kevin Tams

The motion passed.

The meeting adjourned at 8:49 p.m.

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I, Jessica Anderson, Highland City Library Board Secretary, hereby certify that the foregoing minutes represent a true, accurate, and complete record of the meeting held on July 25, 2024. This document constitutes the official minutes for the Highland City Library Board Meeting.



HIGHLAND CITY

# LIBRARY BOARD AGENDA REPORT ITEM #4.1

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**DATE:** September 26, 2024  
**TO:** Library Board  
**FROM:** Donna Cardon, Library Director  
**SUBJECT:** Long-Range Strategic Plan

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## **PURPOSE:**

Consider and adopt a Long-Range Strategic Plan for 2024-2029.

## **BACKGROUND:**

According to the Library Board Bylaws, one of the responsibilities of the Library Board is to “Develop and maintain a long-range strategic plan and submit the plan to the City Council for approval.” (G.2.h) This has traditionally been done annually at the time of the Library Board’s presentation to the City Council, which usually occurs in October or November.

Several of the items from last year’s Strategic Plan have been completed, including:

- Providing business related classes funded by an LSTA grant.
- Create an audio/visual editing station funded by an LSTA grant.
- Replace the Library’s carpet.
- Replace center bookshelves with movable bookshelves.
- Expand picture book collection to 6,000 items.
- Create a Technology Inventory
- Et alii

Other ongoing goals were met last year, including:

- Purchase at least 150 juvenile nonfiction books.
- Increase the current number of library card holders by 5%.
- Have 1000+ participants in Summer Reading Program with at least 35% completion.
- Hold regular story times, school age programs, teen programs and adult programs.
- Staff training levels goals.
- Et alii

New this year are items related to the Timpanogos Library Consortium, including

- Joining the Consortium
- Raising nonresident fees as required by the Consortium
- Eliminating overdue fines as required by the Consortium

There are also several changes to last year's plan because of new developments and assessments. Significant among these is an acknowledgement that the library will not be able to maintain all the items of the plan with existing funding levels and will need to seek an increase in the dedicated tax rate.

**FISCAL IMPACT:**

In the current fiscal year all items included in the Long-Range Strategic Plan can be accomplished within the Library's budget. This plan acknowledges that by the end of the period covered by the plan, the Library will need to seek an increase of revenue to remain financially viable.

**STAFF RECOMMENDATION:**

The Library Board review and approve the Long-Range Strategic Plan and present it to the City Council for approval.

**PROPOSED MOTION:**

I move that we approve the 2024-2029 Long-Range Strategic Plan and present it to the City Council for approval.

**ATTACHMENTS:**

Library Long-Range Strategic Plan 2024 (clean copy)

## **Highland City Library: Long-Range Strategic Plan 2024-2029**

### **Introduction**

Public libraries have long been an important aspect of American life. From the early days of the Republic, libraries were valued by Americans. Benjamin Franklin founded the first subscription library in Philadelphia in 1732 with fifty members to make books more available for citizens of the young nation. From that time to the present, public libraries have been valued because they allow equal access to information and educational resources regardless of social or economic status.

Library service has long been important to the residents of Highland. From 1994 to 2001, residents of Highland and Alpine were served by a joint-use facility at Mountain Ridge Junior High School. That arrangement was eventually terminated and in 2001 the entire library collection was relocated to the old Highland City building for storage. In 2008, Highland City built a new city hall and dedicated a portion of the building for a city library, and the current Highland City Library opened its doors that October of that year. In 2016, the Library received permission to convert a public meeting room into a Children's Room for the Library. The Children's Room was opened in spring of 2018.

The Library joined the North Utah County Library Cooperative (NUCLC) on April 1, 2012 as an associate member. NUCLC is a reciprocal borrowing system that allows library card holders from participating libraries to check out materials from other participating libraries. It is not a county library system. Each participating library maintains its own policies, budget, administration, non-resident fees, etc. In 2018, the Library reached the required collection size and was accepted as a full NUCLC member.

The Library is supported by three constituent bodies: the Library Board, the Friends of the Library, and the Library Foundation.

1. The Library Board oversees the operation of the Library. It consists of seven people: six volunteers appointed for three-year terms, and a representative from the City Council. All meetings are held in the Highland City Hall or electronically using a video meeting platform. Records of the Library Board meetings are available on the Highland City website.
2. The Friends of the Library is an independent non-profit, tax exempt organization that supports the library in the following ways: raising funds through used book sales and other endeavors, creating community connections through programs and events, and increasing volunteerism to support and supplement Library resources.
3. The Library Foundation is a nonprofit, tax-exempt foundation dedicated to assisting the Highland City Library with fund-raising and additional support. The Foundation administers larger donations, particularly those targeted at capital improvement.

### **Vision Statement**

The Highland City Library seeks to be a valued resource in the community that evolves with changes in society while meeting learning, information, and entertainment needs.

### **Mission Statement**

The Highland City Library provides materials, programs, tools, and space that strengthen the community by informing, educating, and entertaining community members of all ages.

### **Long-Range Strategic Plan, 2023-2028**

The elements of the Strategic Plan support the goals and values expressed in the Library Mission Statement. The Library is funded primarily through a designated portion of Highland property tax. Utah law establishes that property tax revenue only increases with growth of households or if an entity purposefully raises the rate. It does not have an automatic inflationary component or increase due to the increase in a home's valuation. Due to the recent growth in the City, the Library has seen a small increase in revenue, however, the designated tax rate has remained the same since the Library opened. Because of inflationary forces, the Library's budget has become more and more stretched and will need to decrease its services to remain within budget long-term if revenue growth remains as it has. The Council, Library Board, and staff should analyze potential options for the Library to remain financial viable, including a potential increase of the tax rate before the end of the period represented in this strategic plan.

### **Materials:**

Plan	Value	Metric	Date Initiated/ Completed	Responsible Party
Grow physical collection back to 50,000 items	Provide Materials	Simple count of physical materials	Ongoing/ December 2029	Collection Development Team
Expand picture book section	Provide Materials	Add additional shelving to accommodate up to 7,000 picture books	Ongoing/ December 2029	Collection Development Team
Update Juvenile Nonfiction Section	Provide Materials	Purchase at least 200 books each year for 4 years.	Fall 2024-Fall 2027	Collection Development
Join the Timpanogos Library Consortium to provide courier	Provide Materials	Enter the Timpanogos Library Consortium	April 2025	Library Director and Board with City Council Approval

service between local libraries.				
Eliminate overdue fines to decrease barriers to library materials	Provide Materials	Eliminate overdue fines as part of joining the Timpanogos Library Consortium.	April 2025	Library Director and Board with City Council Approval

### Programs

Plan	Value	Metric	Date initiated/ Completed	Responsible Party
Continue providing educational programs for every age.	Educate	Offer weekly children's programs, and monthly teen and adult programs	Fall 2024-ongoing	Programming Team
Increase number of current library card holders to 50% of population of Highland	Inform	Number of card holders will increase 5% each year	August 2024-December 2029	Library Director/ Public Relations Team
Maintain Summer Reading participation and increase completion	Educate/ Entertain	Have 1000+ participants and 35% completion each year	Summer 2025-Summer 2029	Library Director/ Programming Team
Improve Adult Programing	Educate/ Inform	Hold an in-person adult program quarterly	Fall 2024-onward	Library Director/ Public Relations Team/
Continue programs for special needs.	Educate/ Inform/ Entertain	Hold monthly story time for HIVES	Fall 2024- onward	Library Director/ Programming Team

### Training

Plan	Value	Measure	Date initiated/ Completed	Responsible Party
Meet state Quality Unit levels for staff	Train	Reach the number of training hours required by the	2024 and continuing forward	Library Director

training each year		state's Quality Unit status annually		
Send at least three staff members to state training sessions	Train	At least three staff members attend a state training each year	2024, and continuing forward	Library Director

### Space

Plan	Value	Measure	Date initiated/ Completed	Responsible Party
Replace Library upholstered furniture	Community Space	Purchase 4 love seats, one couch, 2 benches and 6 chairs	Sept 2024/ Dec 2024	Library Director
Conduct a survey about public interest in an addition to the Library	Space	Question added to the City's annual survey about the interest in an addition to the Library	Fall 2025	Library Director

### Financial Oversight

Plan	Value	Measure	Date initiated/ Completed	Responsible Party
Conduct a financial audit of the Library Fund and investigate need for an increase in the dedicated tax rate	Community Resource	Engage a professional financial audit of the Library Fund	Spring 2025	Library Director
Hold one major fund raiser each year with Library Foundation.	Community Resource	The Foundation with work with the Library to do one major fundraiser event each year	Winter 2024 and onward.	Library Foundation and Library Director
Increase nonresident fee to \$90/year as part of agreement	Community Resource	The Library will increase nonresident fees to help	April 2025	Library Director and Board with

with Timpanogos Library Consortium.		compensate for funding lost by eliminating overdue fees.		City Council Approval
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### Technology Plan

Plan	Value	Measure	Date initiated/ Completed	Responsible Party
Create and maintain a technology inventory	Resource	Complete an inventory of all Library technology with expected replacement dates	Fall 2024 and ongoing.	Library Director
Conduct a technology community needs assessment	Community	Conduct a community needs assessment and report findings to the Library Board	Spring 2024 and annually afterward	Library Director
Replace catalog computers with Raspberry pi's	Resource	Replace the three library catalog computers with less expensive alternatives	2025	Library Director
Offer a audio/visual editing station with a color printer and a cricut precision cutting machine	Resource	Use Friends of the Library funds to purchase a cricut cutting machine.	Fall 2025	Library Director and Friends of the Library
Using the Technology inventory, replace aging technology according to accepted replacement schedules	Resource	Use grants and budget to replace items that are going past recommended age including items not covered by the city's IT contract.	2024 and going onward	Library Director

### Community Assessment Plan

Plan	Value	Measure	Date initiated/ Completed	Responsible Party
Conduct surveys to inform programing and collection	Community	Conduct at least two independent surveys each year about library	Fall 2024 and onward	Library Director/Program Team

development decisions		programing and/or collection development		
Include questions in the annual city survey	Community	Include questions about general library services in the annual city survey each year	Fall 2024 and onward	Library Director
Attend and participate in community committees.	Community	Attend at least one PTA and one Arts Council meeting quarterly	Fall 2024 and onward	Library Director



HIGHLAND CITY

# LIBRARY BOARD AGENDA REPORT ITEM #4.2

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**DATE:** September 26, 2024  
**TO:** Library Board  
**FROM:** Donna Cardon, Library Director  
**SUBJECT:** Annual Presentation to the City Council

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## **PURPOSE:**

The Library Board will discuss the annual report to the City Council and decide on when to do the presentation. They will also discuss whether to present the report to the Alpine and Cedar Hills City Councils as well.

## **BACKGROUND:**

According to the Library Board Bylaws, one of the responsibilities of the Library Board is to “Present an annual report to the City Council.” (G.2.d). This has traditionally been a 10-minute presentation given in a regularly scheduled City Council meeting during October or November. Amy Brinton, the new Library Board Chair has already been working on a presentation for that event. In this meeting we will review what she has been working on and vote on when we will present it to the City Council. Possible dates are October 1, October 15, or November 5.

Last year, for the first time we also gave our presentation to the Alpine and Cedar Hills City Councils. I am interested in doing that again, especially because we will probably be raising nonresident fees and eliminating overdue fines in the spring when we join the Timpanogos Library Consortium.

## **FISCAL IMPACT:**

The presentations have no direct fiscal impact.

## **STAFF RECOMMENDATION:**

The Library Board prepare to present their annual report to the Highland City Council on October 15, 2024, and contact Alpine and Cedar Hills City Councils to arrange to do their annual report in those cities as well.

## **PROPOSED MOTION:**

I move that we present the Annual Report to the Highland City Council on \_\_\_\_\_ and contact Alpine and Cedar Hills City Councils to arrange to present it to them as well.

**ATTACHMENTS:**

N/A



HIGHLAND CITY

# LIBRARY BOARD AGENDA REPORT ITEM #4.3

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**DATE:** September 26, 2024  
**TO:** Library Board  
**FROM:** Donna Cardon, Library Director  
**SUBJECT:** New Furniture

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## **PURPOSE:**

The Board will select colors for the new furniture for the Library and approve its purchase.

## **BACKGROUND:**

The FY 2025 Library Budget adopted in June, 2024, included funding to replace the upholstered furniture in the Library. The existing furniture was purchased when the library opened in 2008 and is worn and shabby looking. It also does not match the carpet installed in 2023. The furniture will be purchased with the Library's unallocated funds from previous year carryover.

In 2022, the City purchased new furniture for the lobby of the City Center, and Donna decided it would be best to use the same style furniture from the same vendor, Modern Office, but in a different color. At the July 25, 2024 Library Board meeting Amy Brinton and Lynn Lonsdale agreed to consult about what colors the new furniture should be. During September both came to the library to consider colors, and Donna also talked with the library staff and a few patrons about color suggestions. In this meeting she will present three different color combinations for the Board's consideration.

Modern Office offers both traditional and divided couch options. The Library staff is interested in purchasing divided couches to discourage patrons from sleeping in the Library, but I welcome Library Board input on this matter.

## **FISCAL IMPACT:**

The cost of the furniture will be about \$20,000, which is a little less than the budgeted \$25,000

## **STAFF RECOMMENDATION:**

The Library Board select from three possible color combinations and approve the purchase of divided couches.

**PROPOSED MOTION:**

I move that the Library order furniture in the selected color combinations and style.

**ATTACHMENTS:**

1. Furniture Options 2024
2. Colors
3. Colors 2



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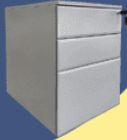
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1 - 2 .....	\$2,329.00 ea.
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10+ .....	\$2,129.00 ea.

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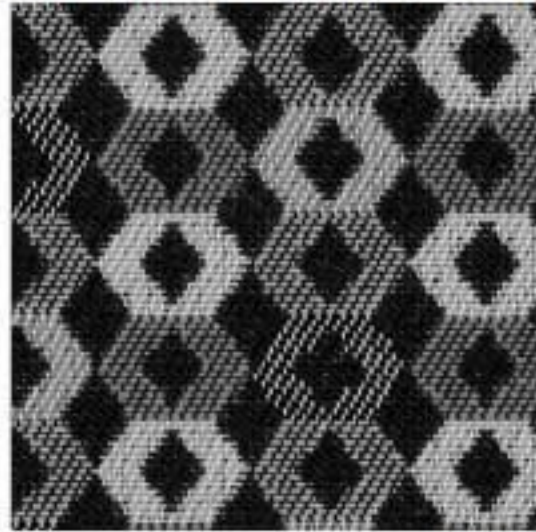
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CALIENTE

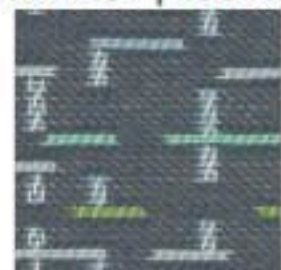


GOLDEN

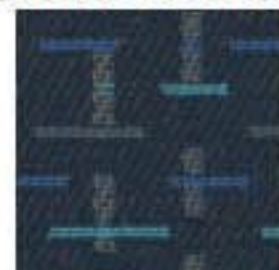
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BLACK SESAME



SERENE



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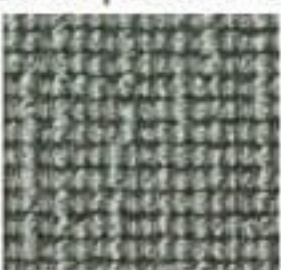


VAPOR

## MARCHMOUNT | i-Clean | GRADE 3



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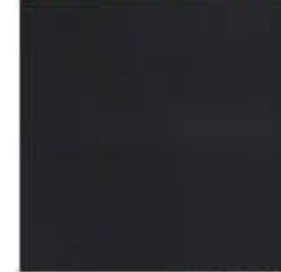
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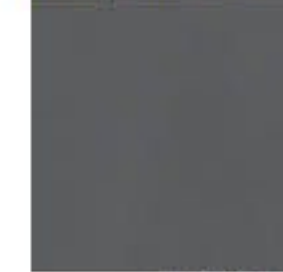
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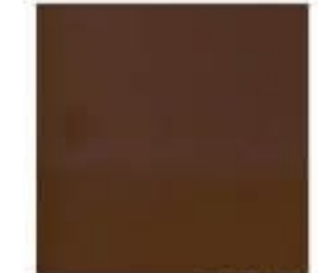
DOVE



BLUE RIDGE



TAUPE



MOCHA



SEA

## WHISPER | VINYL | GRADE 3



BLACK



CHARCOAL



NAVY



CAPPUCCINO



PATINA

## CASTILLO | POLYURETHANE | GRADE 3



BLACK



BATIK



METAL



QUARRY



BREEZY

## LINETTE | VINYL | GRADE 3



BLACK



DENIM



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STONE



BARK



WHEAT

# Standard Fabrics

## OPEN HOUSE | 100% RECYCLED | GRADE 2



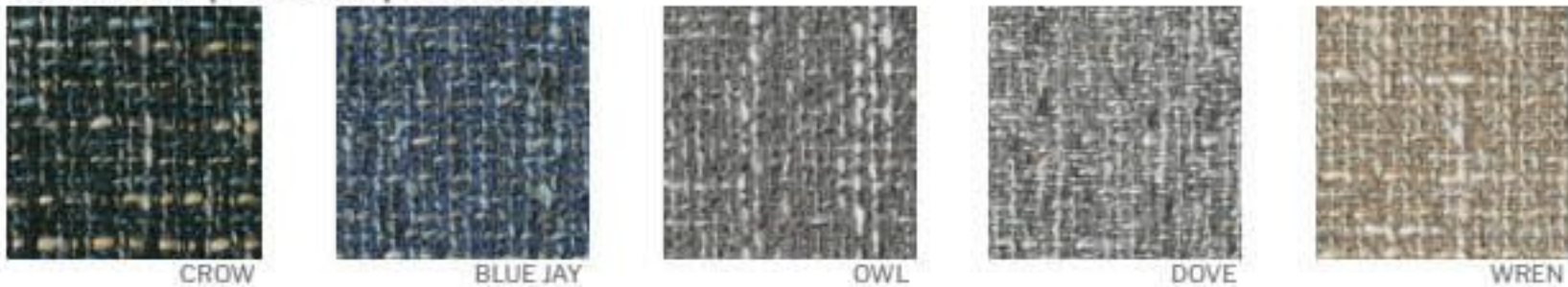
## ARCHETYPE | i-CLEAN | GRADE 2



## EMERGE | CLEAN IMPACT | 100% RECYCLED BIODEGRADABLE | GRADE 2



## CONNELLY | i-CLEAN | GRADE 2



# Standard Vinyls

## DILLON | POLYURETHANE | GRADE 2



## MODENA | VINYL | GRADE 2

