



**Board of Trustees Meeting
June 8, 2020 6:00 pm (Virtual Meeting)**

Watch here: <http://www.bethlehempubliclibrary.org/watch-the-meeting-here/>

Agenda

- **Call to order**
- **Public participation**
 - **Communications can be directed to the following link prior to and during the meeting: <http://www.bethlehempubliclibrary.org/about-us/contact-us/contact-the-director/>**
- **Approval of previous meeting minutes (p. 2-6)**
- **Financial report (p. 7-12)**
 - Treasurer's update**
 - Transfer resolution (HVAC project closeout) (p. 13)**
- **Personnel report (p. 14)**
 - Personnel actions**
- **Director's report (p. 15-22)**
- **UHLS report**
- **New business**
 - NYS Safety Plan (p. 23-29)**
 - Nominating committee**
 - Chromebook purchase (p. 30-34)**
 - Emergency resolution (p. 35)**
 - Other new business**
- **Old business**
 - Phased reopening plan**
 - Long range plan steering**
 - HVAC Update**
 - Other old business**
- **Future business**
 - Background checks**
 - Plaza feasibility – to be included in the long range plan**
 - Policy updates/schedule**
 - Resource sharing**
 - Fines and Fees**
- **Executive Session**
- **Public Participation**
- **Adjournment**
 - Next board meeting: July 13, 2020 6:00pm (Organizational Meeting)**
 - This meeting will be held virtually**
 - Next Friends of the Library meeting: June 15, 2020 (Virtual Meeting)**

MINUTES OF THE BOARD OF TRUSTEES MEETING (VIRTUAL)
BETHLEHEM PUBLIC LIBRARY **DRAFT**
May 11, 2020

PRESENT: Mark Kissinger – arrived 6:17pm
Harmeet Narang
Mary Redmond
Lisa Scoons
Brian Sweeney
Michelle Walsh
Caroline Brancatella

Geoffrey Kirkpatrick, director
Kristen Roberts, recording secretary

EXCUSED:

GUESTS: Tanya Choppy, accounts clerk
Catherine Stollar Peters, assistant director
Chris McGinty, assistant director
Tracey McShane, personnel administrator

*All present via Zoom broadcast live on YouTube and the library website.

President M. Redmond called the meeting to order at 6:02 pm.

PUBLIC PARTICIPATION

M. Redmond asked board members to introduce themselves to the public. There were no public participation comments submitted at this time.

MINUTES

Minutes of the 20 April 2020 board meeting were approved unanimously on a MOTION by B. Sweeney with a SECOND by C. Brancatella.

FINANCIAL REPORT

G. Kirkpatrick presented the Treasurer's report.

On a MOTION by H. Narang with a SECOND by B. Sweeney, the board unanimously approved the Financial Statement dated 30 April 2020 (Manual Disbursements \$63,662.72; Trust & Agency Disbursements/Salaries for April \$193,413.58; Cash Disbursements/Accounts Payable for May \$70,321.92; CapProject Fund/Hand-Drawn Checks for February \$0.00.)

Draft Page 1 of 5

H. Narang asked about the \$136,000 difference from this time last year and asked if the library was on track. T. Choppy said the library received a little bit more in property taxes this year, but expenses are about the same.

PERSONNEL REPORT

G. Kirkpatrick said the library treasurer position is under actions requested following the resignation of R. Khalife. M. Kissinger asked if it was a position that was essential to fill in the next two months in terms of compliance. G. Kirkpatrick said the treasurer provided another set of eyes on the financials, but in response to a question from M. Redmond, T. Choppy said that day-to-day bookkeeping and payroll duties would continue unaffected. T. Choppy also noted that it would be very difficult to train or bring a new treasurer up to speed while remote working. The board agreed that they would move forward with posting for the position, with the caveat that a start date may be some time in the future.

M. Kissinger asked G. Kirkpatrick if there might be a way for the library to take advantage of the talent pool this summer of new college graduates with tech-savvy skills. G. Kirkpatrick said he would look into the feasibility regarding civil service classifications.

DIRECTOR'S REPORT

The board noted the director's report. Additional items:

- G. Kirkpatrick pointed to some of the new digital statistics the library is now collecting. He noted that YouTube saw a huge jump in use as it became a platform to broadcast meetings and provide video programming.
- He noted that virtual reference help by phone, e-mail and social media has been steady. M. Kissinger asked what kinds of questions people were asking. G. Kirkpatrick said a lot of it involved providing tech help to people who were new to e-books and digital materials, as well as account help.
- G. Kirkpatrick said he doesn't expect the library's efforts to engage with the public virtually to drop off even once the doors are open as in-person public programs will most likely not be part of the first phases of re-opening.
- He said audiobook use has been flat, owing to the fact that many people use them on their commutes, which are not happening as much during the PAUSE order.
- He said staff continue to work hard to provide services to the public under current conditions and plan how the reopening can be accomplished in a safe way.
- G. Kirkpatrick noted that the effectiveness of the e-mail newsletter implemented by K. Roberts can be seen in the jump in Hoopla users following the initial campaign. L. Scoons said the more than 50% open rate was very good.
- M. Redmond said the board was very appreciative of the creativity of the staff during this difficult time.

UPPER HUDSON LIBRARY SYSTEM REPORT

L. Scoons said the next scheduled meeting was that Wednesday. She said they would be busy reviewing the annual awards submissions, and would be starting the conversation about construction grant applications and guidelines.

NEW BUSINESS

Lynda.com subscription proposal

G. Kirkpatrick asked the board to approve a year's subscription to Lynda.com a training and workforce development website. He noted that it would serve the library's goal of providing job re-training and skills development critical for job seekers. He also said it would be a valuable staff training tool as well. Public Services staff have tested this service as well as similar services and have found Lynda.com to be superior. It would be accessible to only Bethlehem cardholders, but they would have unlimited access to the training videos with the subscription price.

On a MOTION by M. Kissinger and a SECOND by M. Walsh the board unanimously approved the purchase of a Lynda.com online training courses one-year subscription for \$7,000.

Budget 2020-21/election process update

G. Kirkpatrick told the board that the school district would be sending out an absentee ballot that includes the library's budget and trustees vote. M. Redmond said she fully supports L. Scoons' bid for re-election based on her work on the board during the previous five years.

Budget letter

The board said they were happy with the tone of the updated budget letter. G. Kirkpatrick said that while the library isn't required to put a levy request before the public every year, it is something our voters like. K. Roberts said that a virtual Meet the Candidates night would be help Wednesday, May 27, at 6pm. A mailer featuring the budget and the candidates would go out shortly after the list of candidates becomes available.

Primary voting

G. Kirkpatrick said that Albany County typically contracts with the library to use it as a polling place, and they had reached out about whether the library would be available for the June primaries. M. Kissinger said he had some concerns about moving forward as a primary place with so many unknowns as far as where the library would be at with its phased reopening. G. Kirkpatrick said that if the library were to be a polling place, he would close it for library business on that day for safety. M. Redmond asked if the board thought the public would want the library to serve as a polling place. M. Kissinger said he that with a limited opening, he would rather the library be open for library business.

On a MOTION by M. Kissinger and a SECOND by L. Scoons to board unanimously agreed to decline entering into a contract with the county to be a primary polling place.

Other new business

G. Kirkpatrick told the board that Hoopla use has been robust, especially among Bethlehem patrons, and the amount of money Upper Hudson had set aside to keep the service going for six month would likely run out in June. G. Kirkpatrick asked the board to approve additional funding of \$5,700 for the service to keep it going through September, at which time they could re-evaluate the service, which has been very popular with users so far. The libraries in Upper Hudson were being asked to contribute an amount proportionate with their use. B. Sweeney

asked what kind of impact that would have on the materials line of the current budget. G. Kirkpatrick said that while e-materials spending was up, there have been savings in the programs and physical materials lines due to the library closure.

On a MOTION by M. Kissinger and a SECOND by B. Sweeney, the board unanimously approved contributing an additional \$5,700 to fund the continuation of Hoopla services through the Upper Hudson Library System.

OLD BUSINESS

Phased reopening plan

UHLS plan

Libraries in NYS reopening phases

G. Kirkpatrick said the library continues to work on a phase reopening plan in conjunction with Upper Hudson, the goal of which is to create a unified reopening. He noted that when staff are able to return, they will work in three different teams on rotation to build in redundancy and promote social distancing. A lot of thought has gone into managing the intake of materials once the bookdrops open back up. Even with staggered due dates, it is expected that most people will want to drop off their old materials right away. The meeting rooms will be used as a staging area for returned materials.

H. Narang asked about the checkout of items from the Library of Things. G. Kirkpatrick said that is something that is still being discussed as far as how to circulate those items safely and provide access to technology for people who do not have it.

G. Kirkpatrick said the library is still unsure what phase of the governor's phased reopening plan libraries fall under. He said library groups are advocating that curbside pickup is more of a retail function and can be managed in a safe way, even though programming and use of the library as a gathering space is more likely to fall under phase 4.

Long range plan steering committee

H. Narang said then steering committee met and had a lot of good discussions about what they liked and didn't like with some of the layout schemes presented by P. Mays. He said most committee members found the removal of the Children's Place from the main library to be sub-optimal.

He said he would be compiling those thoughts in an email to share with the board and P. Mays.

HVAC update

G. Kirkpatrick said a check would be coming from DASNY soon representing the remainder of the unspent project funds. He was following up the the Division of Library Development to get the last 10 percent of the construction grant. M. Redmond asked if they could prepare a final accounting of the costs and expenditures for the Financial Committee to review at a future date.

G. Kirkpatrick said K. Coffey would be talking with Trane officials to figure out how to get maximum outside airflow into the building. Although this is not typically optimal, it is a preferred solution to promote health and safety during the pandemic.

Other old business

M. Redmond asked at which stage were the union negotiations. G. Kirkpatrick said they were very early in the process and he had met with the contract negotiation committee and attorney.

FUTURE BUSINESS

Background checks

No further discussion at this time.

Plaza feasibility – to be included in the long-range plan

No further discussion at this time.

Policy updates/schedule

No further discussion at this time.

Resource sharing

No further discussion at this time.

Fines and fees

No further discussion at this time.

PUBLIC PARTICIPATION

There was no public participation at this time.

ADJOURNMENT

On a MOTION by M. Walsh with a SECOND by L. Scoons, the board adjourned the regular meeting at 7:30pm.

Prepared by
Kristen Roberts, recording secretary

Cosigned by
M. Redmond, board president

BETHLEHEM PUBLIC LIBRARY

CASH & INVESTMENTS SUMMARY

AS OF 5/31/2020

CASH BALANCES

TD Bank - Checking Account	1,859,153.32
TD Bank - Money Market	1,885,259.78
TD Bank - Payroll Account	-
TD Bank - Capital Project Fund	16,257.02
Key Bank - Checking	2,500.00
TOTAL	<u>3,763,170.12</u>

INVESTMENTS

None

SUMMARY OF CASH ACTIVITY

ACCOUNT	<u>4/30/2020</u>	<u>RECEIPTS</u>	<u>DISBURSEMENTS</u>	<u>TRANSFERS</u>	<u>5/31/2020</u>
TD Bank General Fund	1,846,449.13	2,184.20	(163,656.64)	174,176.63	1,859,153.32
TD Bank Payroll	-	-	(125,823.37)	125,823.37	-
TD Bank Money Market	2,184,854.52	405.26	-	(300,000.00)	1,885,259.78
TD Bank Capital Project Fund	-	16,257.02	-	-	16,257.02
Key Bank Checking	2,500.00	-	-	-	2,500.00
TOTAL:	<u>4,031,303.65</u>	<u>18,846.48</u>	<u>(289,480.01)</u>	<u>-</u>	<u>3,763,170.12</u>

Checks outstanding greater than 90 days old:

General Fund cash balance includes \$ 16,050.00 of Storch Fund money

BETHLEHEM PUBLIC LIBRARY

REVENUE & EXPENSES REPORT

11 MONTHS ENDED 5/31/2020

FISCAL YEAR 2019-2020

REVENUE	ANNUAL BUDGET	YTD ACTUAL 11 MONTHS ENDED 5/31/2020	YTD PRIOR 11 MONTHS ENDED 5/31/2019	YTD VARIANCE OVER (UNDER)	MONTH OF MAY 2020
Real Property Taxes	4,065,152	4,065,149	3,932,475	132,674	-
PILOT	203,162	205,515	197,034	8,482	-
Fines	30,000	23,294	28,351	(5,057)	-
Interest on Deposits	10,000	36,594	13,414	23,180	86
Lost Book Payments	-	2,156	-	2,156	-
Sale of Books	5,000	3,815	4,369	(554)	-
Gifts and Donations, Misc	1,000	3,240	1,050	2,190	-
Photocopier	8,000	5,769	7,160	(1,391)	-
State Aid	24,000	25,050	25,037	13	-
Grants	-	-	25,000	(25,000)	-
Miscellaneous Income	-	250	425	(175)	-
Total Revenue	4,346,314	4,370,832	4,234,315	136,517	86
EXPENSES					
Salaries	2,333,137	2,045,136	1,951,864	93,273	177,354
Retirement	279,232	283,977	283,682	295	-
Health Insurance	308,660	274,240	288,838	(14,597)	21,075
Other Benefits	202,885	168,403	161,251	7,152	13,112
Subtotal Salaries & Benefits	3,123,914	2,771,756	2,685,634	86,122	211,541
Library Materials - Print	277,000	176,756	211,336	(34,581)	397
Library Materials - Electronic & Audio	268,000	255,245	220,368	34,878	30,221
Subtotal Library Material	545,000	432,001	431,704	297	30,618
Operations	552,400	422,371	403,838	18,534	45,650
Capital Expenditures	125,000	26,265	6,740	19,526	-
Total Expenses	4,346,314	3,652,394	3,527,915	124,479	287,809

BETHLEHEM PUBLIC LIBRARY**DISBURSEMENTS SUMMARY**

CHECKS DISBURSED IN MAY 2020 BASED ON PRE-APPROVAL	\$	35,094.35
CHECKS DISBURSED IN MAY 2020 RELATING TO PAYROLL	\$	184,063.74
CHECKS BEING SUBMITTED FOR APPROVAL	\$	53,988.58
CHECKS BEING SUBMITTED FOR APPROVAL - CAPITAL PROJECT FUND	\$	-

BETHLEHEM PUBLIC LIBRARY

Check Warrant Report For A - 42: MANUAL DISB (MAY 20) For Dates 5/1/2020 - 5/31/2020



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
38576	05/04/2020	1965	**VOID** PATRICIA GEROU		-406.50
38752	05/28/2020	116	**VOID** CAPITAL DISTRICT LIBRARY	200515	-30.00
38805	05/04/2020	1965	**VOID** PATRICIA GEROU		-433.80
38851	05/01/2020	1833	BLUESHIELD OF NORTHEASTERN NY		6,492.98
38852	05/01/2020	2340	T-MOBILE	200581	133.12
38853	05/01/2020	1607	VERIZON BUSINESS FIOS	200001	127.77
38854	05/01/2020	1607	VERIZON BUSINESS FIOS	200001	126.98
38877	05/08/2020	90	BETHLEHEM CENTRAL HIGH SCHOOL	200545	54.00
38878	05/08/2020	1607	VERIZON BUSINESS FIOS	200001	201.98
38879	05/18/2020	1581	UNITED STATES POSTAL SERVICE	200600	1,321.16
38880	05/18/2020	1607	VERIZON BUSINESS FIOS	200001	102.77
38884	05/26/2020	1424	AFLAC NEW YORK		415.92
38885	05/26/2020	2087	CITIBANK	200603	1,052.08
38886	05/26/2020	720	MVP HEALTH PLAN, INC.		4,107.53
38887	05/26/2020	1570	NATIONAL GRID		2,635.18
38888	05/26/2020	1607	VERIZON BUSINESS FIOS	200001	122.77
38889	05/28/2020	1831	CDPHP UNIVERSAL BENEFITS, INC.		18,703.75
38890	05/28/2020	2061	UNITED HEALTHCARE INSURANCE CO		111.91
38891	05/28/2020	1607	VERIZON BUSINESS FIOS	200001	127.77
38892	05/28/2020	1607	VERIZON BUSINESS FIOS	200001	126.98

Number of Transactions: 20

Warrant Total: 35,094.35
Vendor Portion: 35,094.35

Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, _____ in number, in the total amount of \$_____. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

 Date Signature Title

BETHLEHEM PUBLIC LIBRARY

Check Warrant Report For A - 43: TRUST & AGENCY (MAY 20) For Dates 5/1/2020 - 5/31/2020



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
38874	05/15/2020	712	CIVIL SERVICE EMPL ASSOC INC.		934.82
38875	05/15/2020	1679	METLIFE-TSA CONTRIBUTIONS		100.00
38876	05/15/2020	711	SCHOOL SYSTEMS FED CREDIT UNION		170.00
38881	05/29/2020	712	CIVIL SERVICE EMPL ASSOC INC.		934.82
38882	05/29/2020	1679	METLIFE-TSA CONTRIBUTIONS		100.00
38883	05/29/2020	711	SCHOOL SYSTEMS FED CREDIT UNION		170.00
100445	05/15/2020	709	BPL SPECIAL PAYROLL ACCOUNT		61,251.89
100446	05/15/2020	710	NYS INCOME TAX BUREAU		3,401.67
100447	05/15/2020	1946	IRS - PAYROLL TAX PMT		20,192.46
100448	05/15/2020	2003	NEW YORK STATE DEFERRED		2,321.97
100449	05/29/2020	709	BPL SPECIAL PAYROLL ACCOUNT		64,571.48
100450	05/29/2020	710	NYS INCOME TAX BUREAU		3,509.83
100451	05/29/2020	730	NYS EMPLOYEES RETIREMENT SYSTE		2,648.25
100452	05/29/2020	1946	IRS - PAYROLL TAX PMT		21,036.52
100453	05/29/2020	2003	NEW YORK STATE DEFERRED		2,720.03

Number of Transactions: 15

Warrant Total: 184,063.74

Vendor Portion: 184,063.74

Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, _____ in number, in the total amount of \$_____. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

Date Signature Title

BETHLEHEM PUBLIC LIBRARY

Check Warrant Report For A - 44: CASH DISB (JUN 20) For Dates 6/9/2020 - 6/9/2020



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
38893	06/09/2020	30	ALBANY PUBLIC LIBRARY-MAIN BR	200539	67.92
38894	06/09/2020	77	BAKER & TAYLOR , INC.	200596	16,627.98
38895	06/09/2020	1186	BAKER AND TAYLOR ENTERTAINMENT	200597	14.98
38896	06/09/2020	2346	BRAINFUSE ONLINE INSTRUCTION	200609	4,000.00
38897	06/09/2020	2078	COUNTY WASTE & RECYCLING SERVICE, INC.	200025	238.58
38898	06/09/2020	1991	EASTERN MANAGED PRINT NETWORK LLC	200279	46.82
38899	06/09/2020	2272	GLOBAL EQUIPMENT COMPANY INC.	200588	1,415.98
38900	06/09/2020	787	GUILDERLAND PUBLIC LIBRARY	200496	40.95
38901	06/09/2020	310	JANWAY COMPANY	200585	810.00
38902	06/09/2020	2048	MAKERBOT INDUSTRIES	200583	450.85
38903	06/09/2020	1654	NORTH GREENBUSH PUBLIC LIBRARY	200495	26.95
38904	06/09/2020	1823	OVER DRIVE INC.	200593	22,632.95
38905	06/09/2020	505	ROEMER WALLENS GOLD & MINEAUX	200606	1,725.00
38906	06/09/2020	597	SPOTLIGHT NEWS	200611	84.00
38907	06/09/2020	2154	STERICYCLE, INC.	200582	33.70
38908	06/09/2020	2307	TRANE U.S. INC.	200610	2,935.92
38909	06/09/2020	2344	ULINE, INC.	200589	1,759.19
38910	06/09/2020	1968	VERIZON WIRELESS	200002	146.53
38911	06/09/2020	645	W W GRAINGER INC	200004	165.51
38912	06/09/2020	450	PHILLIPS HARDWARE INC	200006	82.92
38913	06/09/2020	2056	SUPERIOR PRESS	200608	681.85

Number of Transactions: 21

Warrant Total: 53,988.58

Vendor Portion: 53,988.58

Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, _____ in number, in the total amount of \$ _____. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

Date Signature Title

RESOLUTION

MOTION, THAT THE BOARD OF TRUSTEES AUTHORIZES THE TRANSFER OF \$16,257.02, FROM THE H FUND (CAPITAL PROJECTS ACCOUNT #3642) TO THE A FUND MONEY MARKET ACCOUNT (#3808), WHICH REPRESENTS THE BALANCE OF FUNDS RETURNED FROM DASNY FOR THE HVAC PROJECT. THE BALANCE IN THE PROJECT AND H FUND WILL BE \$0.00.

ACTION OF THE BOARD:_____

MOTION PRESENTED BY:_____

MOTION SECONDED BY:_____

DATED:_____

June 8, 2020 - Board of Trustee Meeting										
Job Status Report										
										14
Previously Approved to Fill										
Title	Current Hours to be Approved	Former Hours, if Changed	Salary/Rate	Previous Incumbent	End Date	BOT Approved to Fill	Status	Name	Start Date	Type
Technology Assistant FT*	35 hrs/wk		\$33,307 annual or per contract	A. Khlyapov	1/30/2020	2/10/2020				
<u>Or fill as</u>										
Library Clerk FT	35 hrs/wk		\$28,995 annual or per contract	N/A		2/10/2020				
Library Clerk PT	16.57 hrs/wk		\$13.75/hour or per contract	B. Tiernan	2/14/2020	2/10/2020				
Librarian 1 FT**	35 hrs/wk	19 hrs/wk; \$27.04/hr	\$52,845 annual or per contract	F. Waldman	2/6/2020	2/10/2020				
		16 hrs/wk; \$28.45/hr		J. Squadere	2/14/2020					
Sr. Library Clerk FT	35 hrs/wk		\$34,714 annual or per contract	M. Frone	4/29/2020	3/9/2020				
District Library Treasurer	up to 12 hours/wk		\$40/hour	R. Khalife	5/7/2020	5/11/2020				
<u>Action Requested</u>										
None										
<u>Positions Held</u>										
None										

Director's Report June 2020

Building and Grounds

Kevin and his crew have assembled three temporary sheds in the parking lot to facilitate the quarantine period for returned materials. The laundry carts suggested by the Board have been a wild success. More have been ordered. They are excellent tools for moving large amounts of books and are much less expensive than book drop carts. They won't last nearly as long but will do the job that is needed for now.

Programs and Outreach

Programs

All programs were virtual again this month. We used Zoom for most of the programs this month and had very few issues. A couple of the librarians plan to reach out to some of their regular program attendees and talk about how easy it is to access the software. We had 15 live programs with 72 attendees. The librarians are continuing to experiment with the types of programs that patrons would like to participate in virtually and the best days and times to offer them. For many live programs, there is also a virtual component that can be accessed at any time. We continue to generate video content for the library's YouTube channel and the views are steady.

Summer Reading is ready to begin on June 15. The Public Services team decided to use READsquared software this year and have added the app so Bethlehem patrons will be able to participate on their mobile devices. Tori will be leading a community chat later in the month about summer reading for anyone who would like to learn more.

Highlights:

Kate has been offering a weekly storytime program. The turnout is small but has been growing. Anne has posted 40 storytime kits to our website. She invests a lot of time in curating the books and creating content that families can share at home. There have been over 1,400 views on her kits, so we know that they are being used.

Frank and Anne hosted a book discussion using a Hoopla title, "Carnegie's Maid." They used the library's website and social media to let patrons vote for the title they wanted to discuss. They hosted two live discussions on Zoom, which went really well.

Michael hosted his listening party on Zoom in two sessions. Both had a small turnout, but really great discussions. He has also created a page on the website with a DIY at home listening party, and we've gotten some great feedback about that as well.

The Community Chat series has continued with a variety of topics. At our first, chat the participants asked for local history, so we brought in Susan Leath to tell us some stories. Coming up are more topics highlighting library resources.

Outreach

The librarians continue to reach out to their school contacts to maintain relationships and offer support. They have been exchanging reading lists and are working on ways to promote summer reading even if we can't visit the classrooms this year.

Michelle (with Kristen's assistance) completed the 3rd Grader's Fairy Tale project. The school partners were extremely happy with the collaboration, and we're excited to showcase their work.

We continue to be in contact with the Farmers Market managers and work on ways to provide access and services as much as possible within the current state guidelines.

Cathy attended a meeting hosted by Glenmont Job Corps to discuss services and challenges with the local organizations.

We have started working on the UHLS Early Literacy Grant Storywalk Project. The Town Parks will host a walk at the Elm Ave Park. We are exploring options for additional sites. The grant timeline indicates that the story walks will be accessible this summer.

Michael, Kate, Tori and Karen have begun working on a COVID-19 Memory Project. UHLS has offered to play an advisory role, but we will be creating the project in-house. They have begun by exploring similar projects in other communities and will be moving on to the creation and curation soon.

Public Services

Re-opening plans and procedures have continued to take a considerable amount of work. Hearing from other library staff locally, state-wide, and nationally, we did a great job of planning our next steps and effectively communicating with staff. It was a learning process for all of us, and we are continuing to learn and adapt to the changing environment. Documenting our plans, updating our emergency procedures, adapting other library procedures and services, and updating our specific policies will be extremely important moving forward.

The process of going to the new calendar of events and room reservation system is moving along nicely. The team working on this (Chris, Catherine, John, Cathy, Jennifer) are doing a great job. With all of the options available on this software, the associated policies will be evaluated and suggested updates will be provided to the Board.

Circulation and Technical Services

We registered 63 new library card holders and updated their accounts to allow immediate access to most Bethlehem e-content. In addition to new cardholders, we reached out to BCSD faculty and staff to share they were eligible for library cards that provided access to Bethlehem Public Library cardholder-only content. Eighteen BCSD employees reached out to us to use this card. This includes Kanopy and new Pronunciator and ProCitzien databases, as well as previously offered databases such as Morningstar Research Investment Center, Value Line, Reference USA and more.

In addition, over 743 users signed up for our newly launched Hoopla econtent service, largely after our first email blast to Bethlehem cardholders.

We continue to craft a phased re-opening plan for the library-wide reopening and a secondary plan for circulation, collection maintenance and technical services planning. We shared our plans with UHLS for use and modification by other libraries. We developed protocols and scripts for curbside service. Additionally, we are working to establish cohort schedules to minimize contact between staff members in case of a resurgence of COVID-19 once we reopen. We also watched a webinar offered by Innovative Interfaces, Inc. on re-opening using Sierra software to turn on the circulation functions that are currently suspended.

Staffers transcribed and made available transcripts for two public virtual board meetings following new Open Meetings Law guidelines.

We reviewed library policies and our ever-expanding virtual offerings on our website including newly added e-resources.

Many staff also participated in the library's social media presence including contribution of photos, comments, suggestions, linked resources, as well as attending storytimes and viewing library programs on Zoom, Facebook or YouTube.

We continued emergency supply procurement including parts for the MakerBot, hand sanitizer, masks, plexiglass dividers.

We submitted orders for popular physical materials with future release dates allowing patrons to keep their requests for popular titles including Midwest Tape, Baker and Taylor, Findaway, and Vox Books. We are also ordering summer reading books through Book Depot and Scholastic.

We updated catalog records for newly ordered, popular materials, which will reduce workload when the library reopens.

We worked in conjunction with Public Services and the Public Information Officer to create new virtual storytime kits on our website.

Magazines and periodicals received during closure are being added to Sierra for immediate access when we return. Magazines are not usually requestable, but can be selected by staff and put on the holdshelf for library users for curbside pickup when we return.

We continued emergency supply procurement including parts for the MakerBot, hand sanitizer, masks and plexiglass dividers.

Collection Maintenance

Part-time collection maintenance clerks were absorbed into the circulation department. Pages now report to the assistant director for daily work reports, and for scheduling and timecards.

Training for Circulation and Technical Services

In addition to allowing staff to choose web-based training that they are most interested in, we directed staff to specific webinars for training including: Extreme Customer Service Everytime from Webjunction.org. Almost all staff – from pages to librarians in circulation, collection maintenance and technical services – are participating in training opportunities.

This week, circulation staff are reviewing a newly launched Trauma Informed Library LibGuide created by a team in the NYLA Developing Leaders program, including our own Cathy Brenner, to prepare us to return to the library and begin working with the public within post-COVID 19 realities.

Circulation staff are also creating customized training modules for patron registration, online registration, waiving fines and fees, library card types.

We are investigating the use of Lynda.com for training for staff and the public. So far, staff have enjoyed the quality of offerings (including courses on WordPress.)

Remote resources (including training links, Geoff's daily updates, HR documents, and COVID-19 specific training) are available in one location on our Remote Working Resources SharePoint site. The site is updated daily. It can be accessed by all staff using an @bethpl.org email address.

Administration Team

Tracey participated in several webinars, including weekly COVID-19 legal responses, Promoting Kindness and Compassion in the Workplace, and Safety Tips for Reopening Your Library. In preparing the library's return to work training, she reviewed resources including Employer Paid Leave Requirements, bulletins from our legal team about the Governors Executive Orders, Guidance from Albany County, NYS Department of Health, CDC Guidelines, WHO handwash and handrub guidelines, CDC face covering instructions, OSHA and CDC cleaning guidelines, and many others.

Tanya continued the financial operations of the library, including providing support for necessary emergency supplies. She also participated in the planning for financial operations for reopening.

Jennifer has been learning about the software that will host our program and community calendar. She has been attending online training and communicating with the other members of the implementation teams. She also helped edit the library's Summer Reading lists and proofread the Footnotes Draft. She also participated in a webinar about providing remote engagement, which may help community groups that would like to meet online.

Once the election announcement was made in early May, Kristen worked quickly to collect candidate bios and create an election mailer for residents, in addition to the July/August Footnotes, which comes out later this month. She continues to push the election info and reopening information to our various information outlets. She is also working with Cathy to get the Wordpress side of our online Summer Reading Challenge ready, including a book prize request form. She changed the layout of our e-content webpage to make the different services more graphically driven and browsable. Edra set up the framework for the page, which really helped with the workflow and allowed her to dedicate more time to the graphics and design.

HVAC Executive Summary

We received a return of the final amount of the unused funds that had been on deposit with DASNY for the HVAC project. We continue to wait for the final 10% of the NYS Library Construction Grant. All necessary paperwork has been submitted.

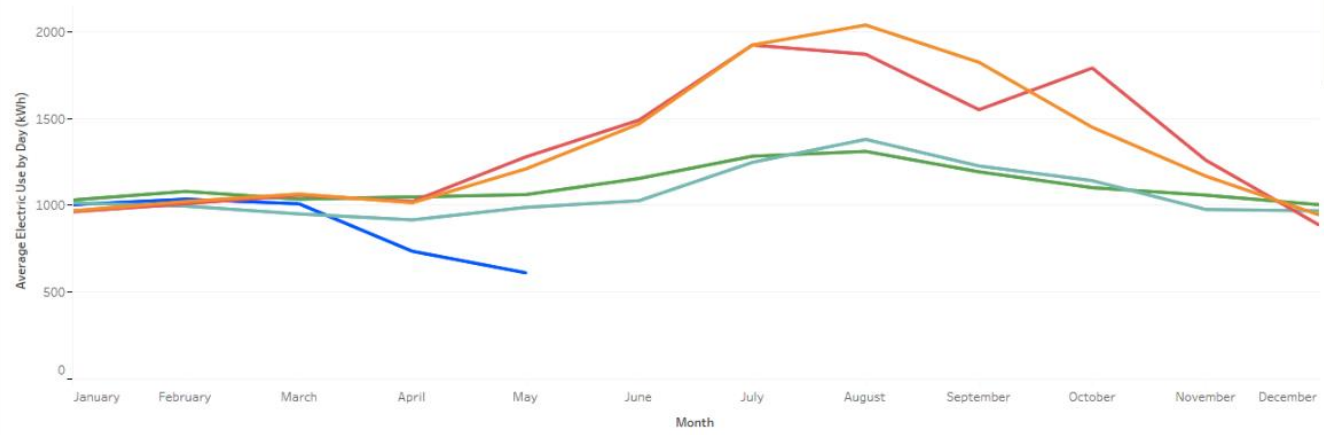
We purchased several small dehumidifiers for the Board Room, Community Room, Story Room, and Studio Makerspace. This should help reduce the amount of humidity in these areas.

Geoffrey Kirkpatrick, Library Director in exile

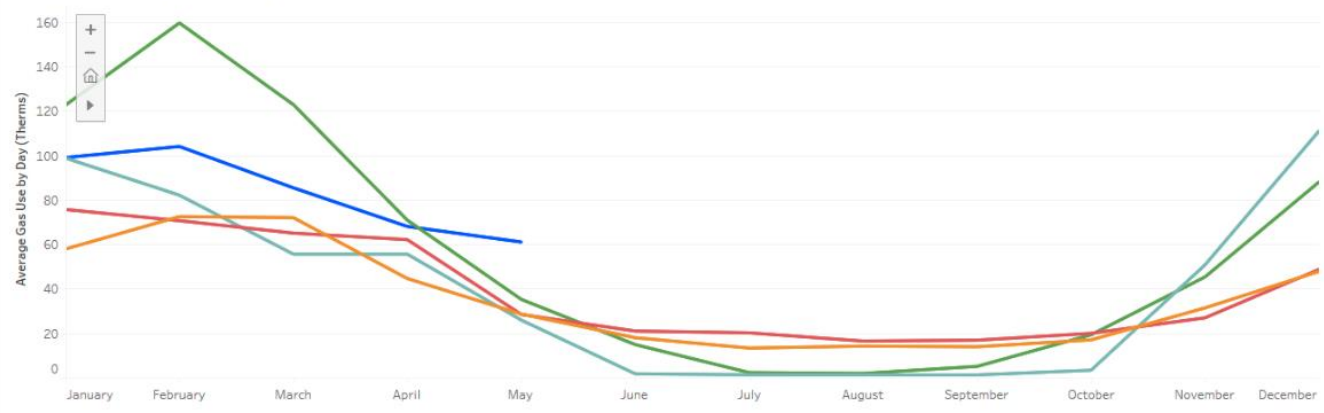
Library Collection				2018-19	Current Total
Adult fiction				26,708	25,842
Adult non-fiction				29,506	29,898
Adult audio				7,216	6,996
Adult video				7,964	8,330
Young adult fiction				5,607	5,391
Young adult nonfiction				543	522
Young adult audiobooks				364	383
Children's fiction				25,716	26,920
Children's non-fiction				15,034	15,393
Children's audiobooks				1,462	1,673
Children's video				1,989	1,957
OverDrive - UHLS Shared				69,231	77,575
e-magazines				107	133
Electronic (games, ereaders)				482	567
Total				191,929	201,580
Library Programs	May-20	May-19	% change	2018-19	F-Y-T-D
Programs	15	52	-71.2%	843	665
Program attendance	72	1,433	-95.0%	24,838	17,235
Outreach Programs	0	26	-100.0%	285	161
Outreach Attendance	0	3,674	-100.0%	9,929	6,476
Circulation	May-20	May-19	% change	2018-19	F-Y-T-D
Adult fiction	5,614	11,833	-52.6%	149,583	122,738
Adult non-fiction	1,587	8,160	-80.6%	97,179	73,614
Adult audio	2,407	4,056	-40.7%	49,601	38,781
Adult video	2,597	8,317	-68.8%	109,652	80,084
Adult magazines	1,420	1,827	-22.3%	21,596	18,635
Young adult fiction	459	1,606	-71.4%	19,610	15,088
Young adult nonfiction	0	95	-100.0%	1,476	1,106
Young adult audiobooks	117	104	12.6%	1,331	1,250
Young adult magazines	0	10	-100.0%	74	42
Children's fiction	604	10,371	-94.2%	137,492	101,221
Children's non-fiction	30	3,366	-99.1%	38,616	26,449
Children's audiobooks	146	621	-76.4%	7,690	5,716
Children's video	10	752	-98.7%	14,997	8,520
Children's magazines	0	24	-100.0%	370	156
Electronic (games, ereaders)	0	616	-100.0%	6,966	5,855
Total	14,990	51,757	-71.0%	656,232	496,856
Interlibrary Loan	May-20	May-19	% change	2018-19	F-Y-T-D
Borrowed from others	14	7,032	-99.8%	86,393	60,095
Loaned to others	95	5,270	-98.2%	67,302	46,488
Miscellaneous	May-20	May-19	% change	2018-19	F-Y-T-D
Visits to our home page	46,694	83,765	-44.3%	849,506	717,655
Public use of meeting rooms	0	3	-100.0%	436	408
Public meeting attendance	0	663	-100.0%	6,867	4,784
Staff use & library programs	0	97	-100.0%	1,038	847
Study room sessions	0	502	-100.0%	5,267	3,498
Tech room/ Studio use	0	14	-100.0%	305	289
Door count	0	24,672	-100.0%	310,464	216,914
Registered BPL borrowers	43	89	-51.7%	1,012	825
Computer signups	0	3,246	-100.0%	34,871	28,903
Museum Pass use	0	168	-100.0%	1,833	1,384
E-book use	9,948	6,255	59.0%	71,054	81,743
E-magazine use	1,233	1,188	3.8%	12,415	13,024
Equipment	0	475	-100.0%	5,432	3,604
Wireless Use	4,258	11,192	-62.0%	172,258	107,542

20
Year of Date
2016
2017
2018
2019
2020

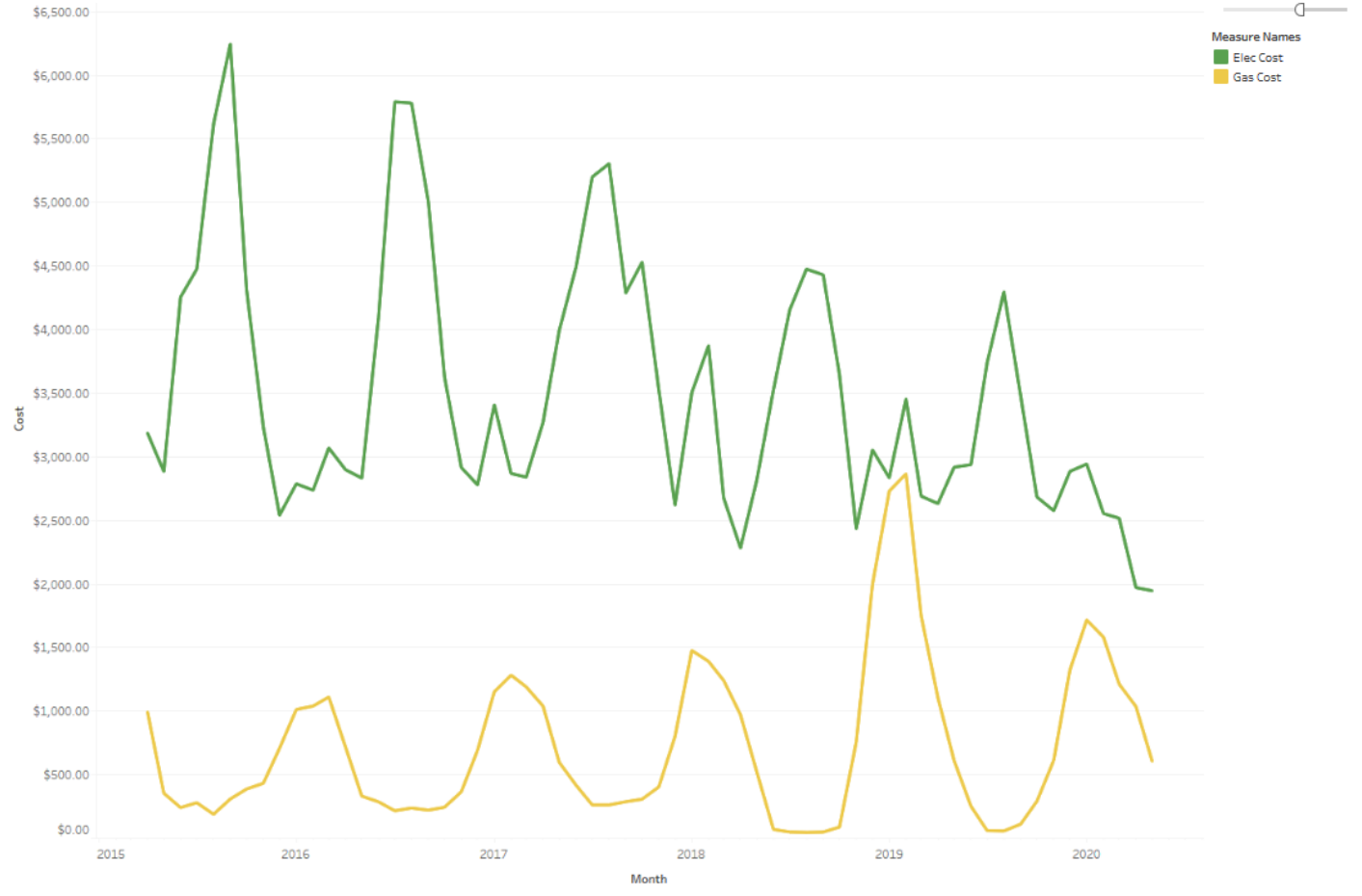
Recent Electric Usage by Month (2016-2020)



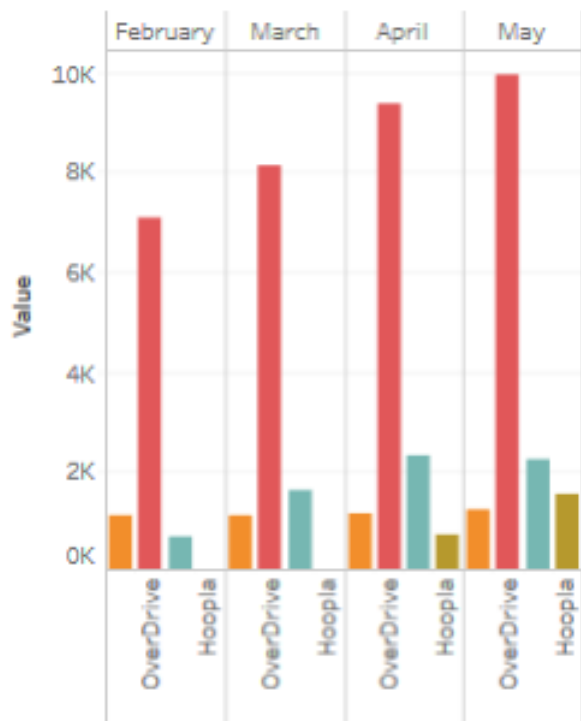
Recent Gas Usage by Month (2016-2020)



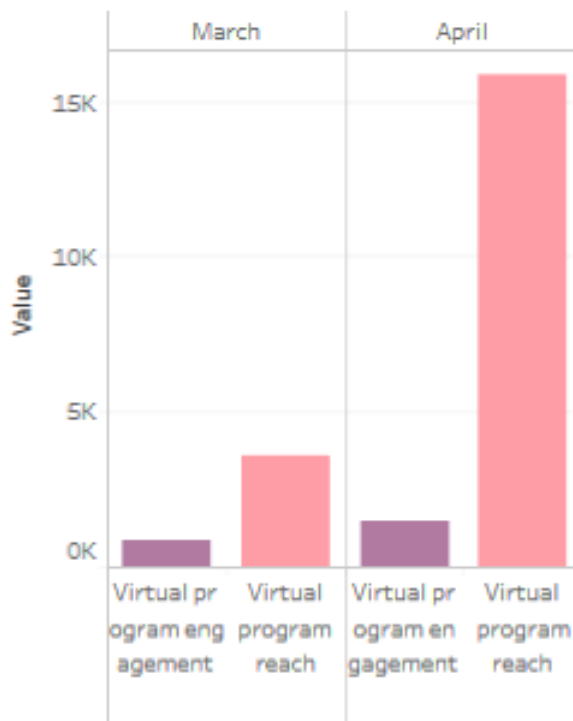
Total Cost Gas and Electric 2007-2020



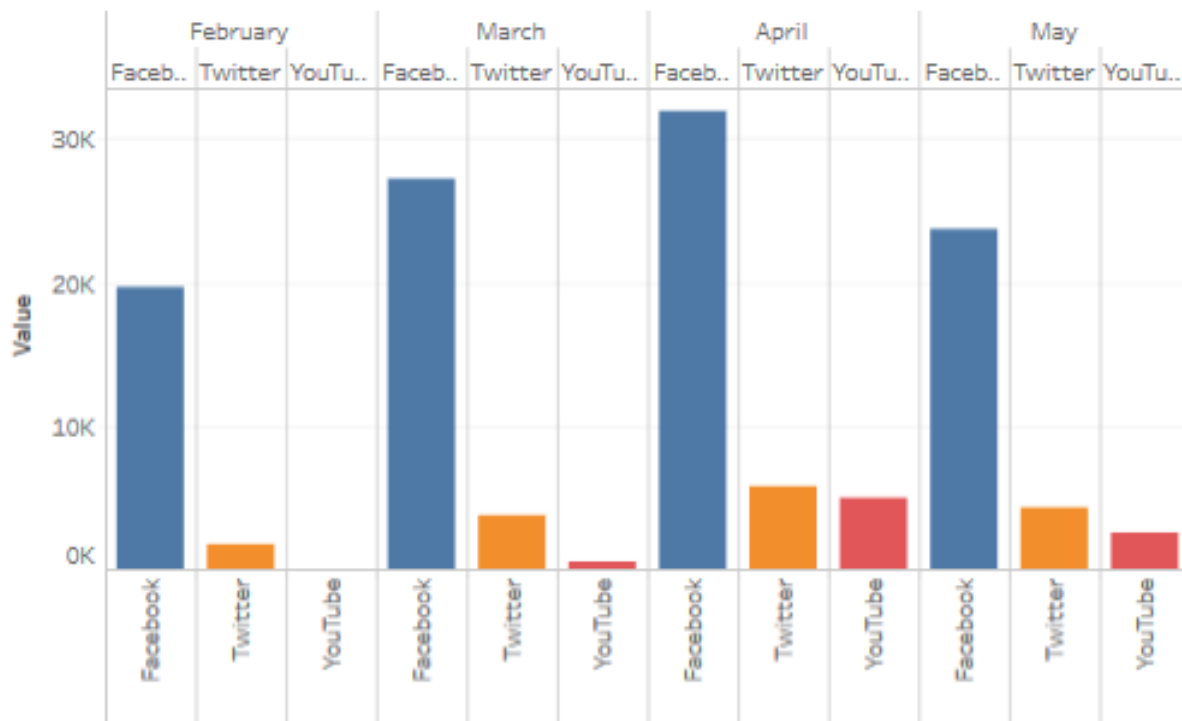
EContent Usage



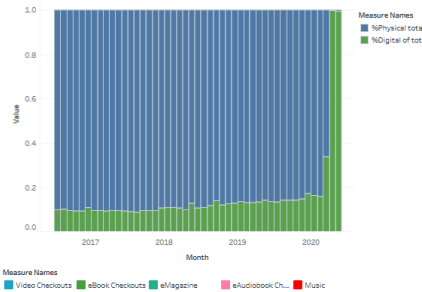
Virtual Program Engagement



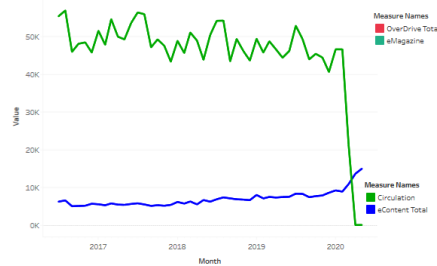
Social Media Platforms



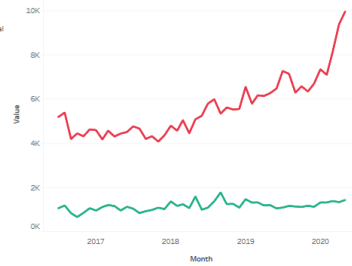
Circulation % Digital



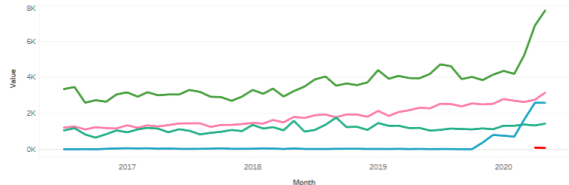
Physical v. Digital Circulation



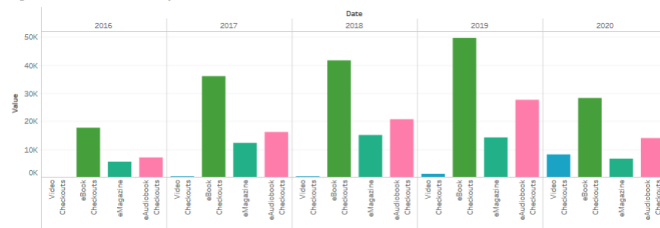
OverDrive and eMagazines



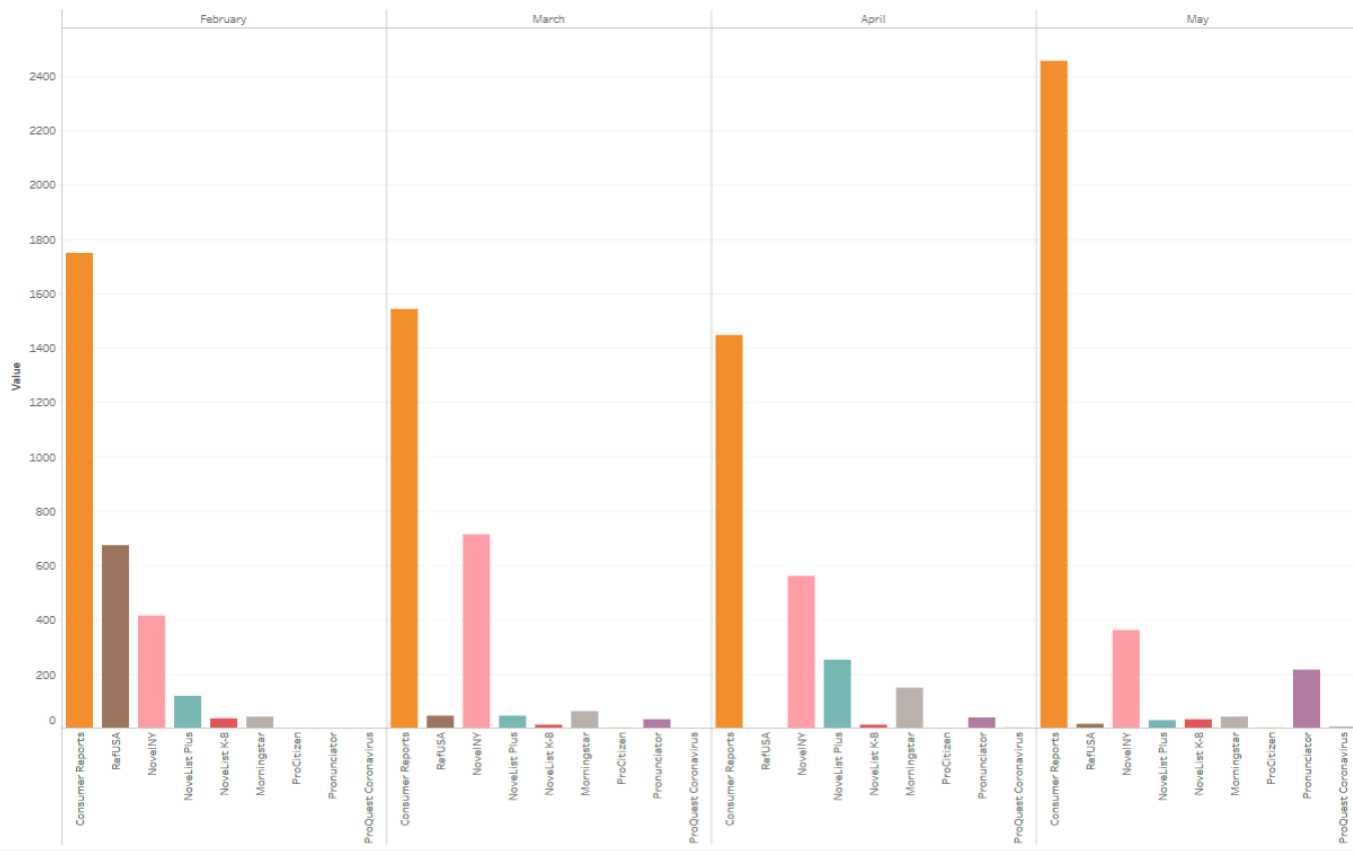
Digital Content Circulation by Format



Digital Content Circulation by Format



Database Usage



Available at:

<https://public.tableau.com/profile/catherine.stollar.peters#!/vizhome/DigitalContentDashboard/ComparisonPhysicalElectronic>

https://public.tableau.com/profile/catherine.stollar.peters#!/vizhome/VirtualAnalytics/Dashboard2_1



NY FORWARD SAFETY PLAN TEMPLATE

Each business or entity, including those that have been designated as essential under Empire State Development's Essential Business Guidance, must develop a written Safety Plan outlining how its workplace will prevent the spread of COVID-19. A business may fill out this template to fulfill the requirement, or may develop its own Safety Plan. **This plan does not need to be submitted to a state agency for approval** but must be retained on the premises of the business and must be made available to the New York State Department of Health (DOH) or local health or safety authorities in the event of an inspection.

Business owners should refer to the State's industry-specific guidance for more information on how to safely operate. For a list of regions and sectors that are authorized to re-open, as well as detailed guidance for each sector, please visit: forward.ny.gov. If your industry is not included in the posted guidance but your business has been operating as essential, please refer to ESD's [Essential Business Guidance](#) and adhere to the guidelines within this Safety Plan. Please continue to regularly check the New York Forward site for guidance that is applicable to your business or certain parts of your business functions, and consult the state and federal resources listed below.

COVID-19 Reopening Safety Plan

Name of Business:

Industry:

Address:

Contact Information:

Owner/Manager of Business:

Human Resources Representative and Contact Information, if applicable:

I. PEOPLE

A. Physical Distancing. To ensure employees comply with physical distancing requirements, you agree that you will do the following:

- Ensure 6 ft. distance between personnel, unless safety or core function of the work activity requires a shorter distance. Any time personnel are less than 6 ft. apart from one another, personnel must wear acceptable face coverings.
- Tightly confined spaces will be occupied by only one individual at a time, unless all occupants are wearing face coverings. If occupied by more than one person, will keep occupancy under 50% of maximum capacity.

- Post social distancing markers using tape or signs that denote 6 ft. of spacing in commonly used²⁴ and other applicable areas on the site (e.g. clock in/out stations, health screening stations)
- Limit in-person gatherings as much as possible and use tele- or video-conferencing whenever possible. Essential in-person gatherings (e.g. meetings) should be held in open, well-ventilated spaces with appropriate social distancing among participants.
- Establish designated areas for pick-ups and deliveries, limiting contact to the extent possible.

List common situations that may not allow for 6 ft. of distance between individuals. What measures will you implement to ensure the safety of your employees in such situations?

How you will manage engagement with customers and visitors on these requirements (as applicable)?

How you will manage industry-specific physical social distancing (e.g., shift changes, lunch breaks) (as applicable)?

II. PLACES

A. Protective Equipment. To ensure employees comply with protective equipment requirements, you agree that you will do the following:

- Employers must provide employees with an acceptable face covering at no-cost to the employee and have an adequate supply of coverings in case of replacement.

What quantity of face coverings – and any other PPE – will you need to procure to ensure that you always have a sufficient supply on hand for employees and visitors? How will you procure these supplies?

- Face coverings must be cleaned or replaced after use or when damaged or soiled, may not be **25** shared, and should be properly stored or discarded.

What policy will you implement to ensure that PPE is appropriately cleaned, stored, and/or discarded?

- Limit the sharing of objects and discourage touching of shared surfaces; or, when in contact with shared objects or frequently touched areas, wear gloves (trade-appropriate or medical); or, sanitize or wash hands before and after contact.

List common objects that are likely to be shared between employees. What measures will you implement to ensure the safety of your employees when using these objects?

B. Hygiene and Cleaning. To ensure employees comply with hygiene and cleaning requirements, you agree that you will do the following:

- Adhere to hygiene and sanitation requirements from the [Centers for Disease Control and Prevention \(CDC\)](#) and [Department of Health \(DOH\)](#) and maintain cleaning logs on site that document date, time, and scope of cleaning.

Who will be responsible for maintaining a cleaning log? Where will the log be kept?

- Provide and maintain hand hygiene stations for personnel, including handwashing with soap, water, and paper towels, or an alcohol-based hand sanitizer containing 60% or more alcohol for areas where handwashing is not feasible.

Where on the work location will you provide employees with access to the appropriate hand hygiene and/or sanitizing products and how will you promote good hand hygiene?

- Conduct regular cleaning and disinfection at least after every shift, daily, or more frequently as²⁶ needed, and frequent cleaning and disinfection of shared objects (e.g. tools, machinery) and surfaces, as well as high transit areas, such as restrooms and common areas, must be completed.

What policies will you implement to ensure regular cleaning and disinfection of your worksite and any shared objects or materials, using [products](#) identified as effective against COVID-19?

C. Communication. To ensure the business and its employees comply with communication requirements, you agree that you will do the following:

- Post signage throughout the site to remind personnel to adhere to proper hygiene, social distancing rules, appropriate use of PPE, and cleaning and disinfecting protocols.
- Establish a communication plan for employees, visitors, and customers with a consistent means to provide updated information.
- Maintain a continuous log of every person, including workers and visitors, who may have close contact with other individuals at the work site or area; excluding deliveries that are performed with appropriate PPE or through contactless means; excluding customers, who may be encouraged to provide contact information to be logged but are not mandated to do so.

Which employee(s) will be in charge of maintaining a log of each person that enters the site (excluding customers and deliveries that are performed with appropriate PPE or through contactless means), and where will the log be kept?

- If a worker tests positive for COVID-19, employer must immediately notify state and local health departments and cooperate with contact tracing efforts, including notification of potential contacts, such as workers or visitors who had close contact with the individual, while maintaining confidentiality required by state and federal law and regulations.

If a worker tests positive for COVID-19, which employee(s) will be responsible for notifying state and local health departments?

A. Screening. To ensure the business and its employees comply with protective equipment requirements, you agree that you will do the following:

- Implement mandatory health screening assessment (e.g. questionnaire, temperature check) before employees begin work each day and for essential visitors, asking about (1) COVID-19 [symptoms](#) in past 14 days, (2) positive COVID-19 test in past 14 days, and/or (3) close contact with confirmed or suspected COVID-19 case in past 14 days. Assessment responses must be reviewed every day and such review must be documented.

What type(s) of daily health and screening practices will you implement? Will the screening be done before employee gets to work or on site? Who will be responsible for performing them, and how will those individuals be trained?

If screening onsite, how much PPE will be required for the responsible parties carrying out the screening practices? How will you supply this PPE?

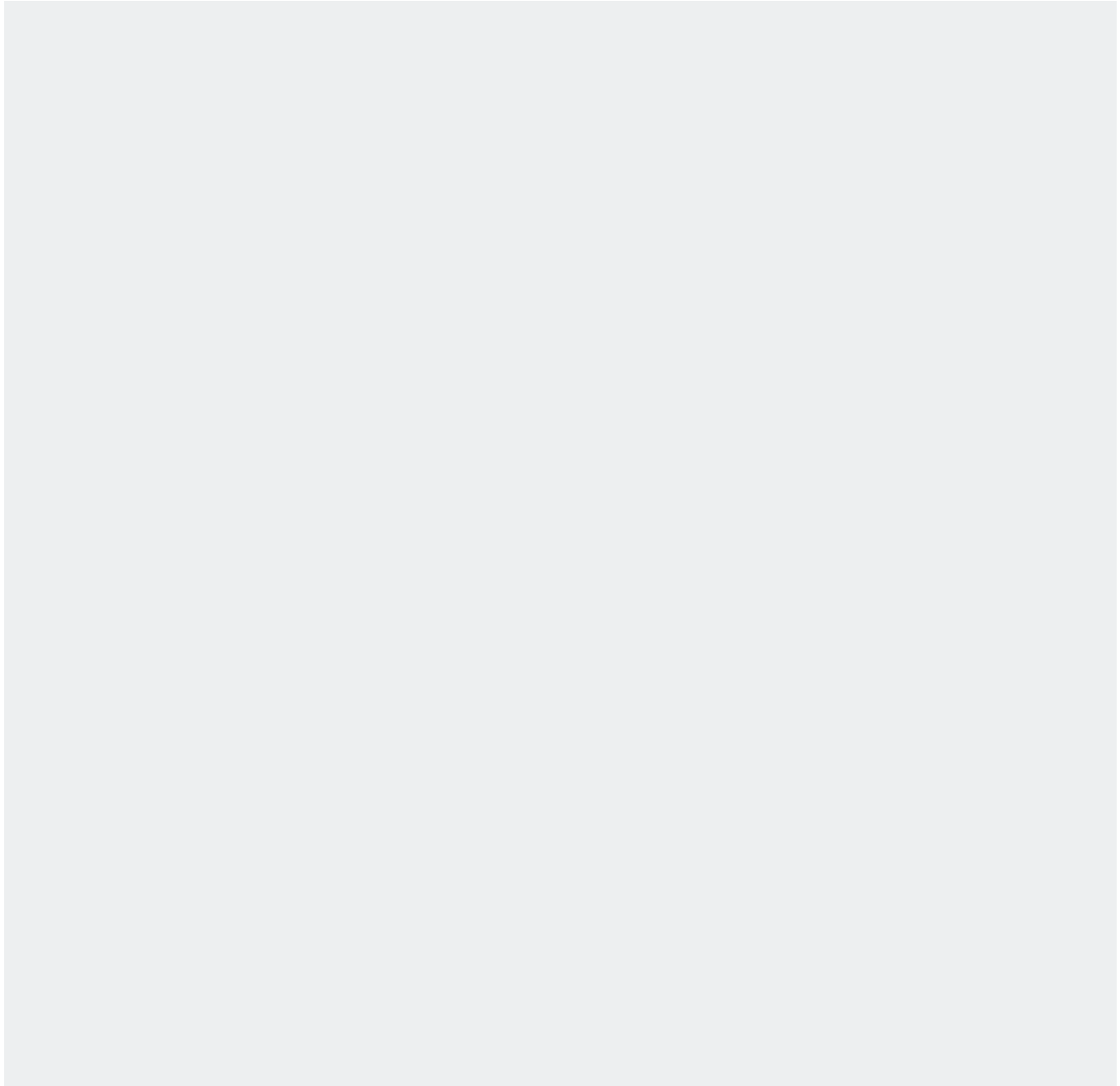
B. Contact tracing and disinfection of contaminated areas. To ensure the business and its employees comply with contact tracing and disinfection requirements, you agree that you will do the following:

- Have a plan for cleaning, disinfection, and contact tracing in the event of a positive case.

In the case of an employee testing positive for COVID-19, how will you clean the applicable contaminated areas? What products identified as effective against COVID-19 will you need and how will you acquire them?

In the case of an employee testing positive for COVID-19, how will you trace close contacts in the workplace? How will you inform close contacts that they may have been exposed to COVID-19?

Please use this space to provide additional details about your business's Safety Plan, including anything to address specific industry guidance.



Staying up to date on industry-specific guidance:

To ensure that you stay up to date on the guidance that is being issued by the State, you will:

- Consult the NY Forward website at forward.ny.gov and applicable Executive Orders at governor.ny.gov/executiveorders on a periodic basis or whenever notified of the availability of new guidance.

As these resources are frequently updated, please stay current on state and federal guidance issued in response to COVID-19.

General Information

[New York State Department of Health \(DOH\) Novel Coronavirus \(COVID-19\) Website](#)

[Centers for Disease Control and Prevention \(CDC\) Coronavirus \(COVID-19\) Website](#)

[Occupational Safety and Health Administration \(OSHA\) COVID-19 Website](#)

Workplace Guidance

[CDC Guidance for Businesses and Employers to Plan, Prepare and Respond to Coronavirus Disease 2019](#)

[OSHA Guidance on Preparing Workplaces for COVID-19](#)

Personal Protective Equipment Guidance

[DOH Interim Guidance on Executive Order 202.16 Requiring Face Coverings for Public and Private Employees](#)

[OSHA Personal Protective Equipment](#)

Cleaning and Disinfecting Guidance

[New York State Department of Environmental Conservation \(DEC\) Registered Disinfectants of COVID-19](#)

[DOH Interim Guidance for Cleaning and Disinfection of Public and Private Facilities for COVID-19](#)

[CDC Cleaning and Disinfecting Facilities](#)

Screening and Testing Guidance

[DOH COVID-19 Testing](#)

[CDC COVID-19 Symptoms](#)



A quote for your consideration.

Based on your business needs, we put the following quote together to help with your purchase decision. Below is a detailed summary of the quote we've created to help you with your purchase decision.

To proceed with this quote, you may respond to this email, order online through your [Premier page](#), or, if you do not have Premier, use this [Quote to Order](#).

Quote No.	3000062235537.1	Sales Rep	Blake Davidson
Total	\$28,956.63	Phone	(800) 456-3355, 80000
Customer #	14122520	Email	Blake_Davidson@Dell.com
Quoted On	Jun. 01, 2020	Billing To	TONYA CHOPPY
Expires by	Jul. 01, 2020		BETHLEHEM PUBLIC LIBRARY
Deal ID	20085012		451 DELAWARE AVE
			DELMAR, NY 12054-3042

Message from your Sales Rep

Please contact your Dell sales representative if you have any questions or when you're ready to place an order. Thank you for shopping with Dell!

Regards,
Blake Davidson

Shipping Group

Shipping To	Shipping Method
JOHN LOVE BETHLEHEM PUBLIC LIBRARY 451 DELAWARE AVE DELMAR, NY 12054-3042 (518) 439-9314	Standard Delivery

Product	Unit Price	Qty	Subtotal
Chromebook 11 3100	\$255.49	100	\$25,549.00
Anywhere Cart AC-LITE - Cart (charge only) for 30 tablets / Laptops	\$880.63	1	\$880.63
Chrome Education	\$25.27	100	\$2,527.00

Subtotal:	3 \$28,956.63
Shipping:	\$0.00
Non-Taxable Amount:	\$28,956.63
Taxable Amount:	\$0.00
Estimated Tax:	\$0.00

Total:	\$28,956.63
---------------	-------------

Special lease pricing may be available for qualified customers. Please contact your DFS Sales Representative for details.

Shipping Group Details

32

Shipping To	Shipping Method
JOHN LOVE BETHLEHEM PUBLIC LIBRARY 451 DELAWARE AVE DELMAR, NY 12054-3042 (518) 439-9314	Standard Delivery

	Qty	Subtotal
Chromebook 11 3100	100	\$25,549.00

Estimated delivery if purchased today:
Sep. 24, 2020
Contract # C000000005000
Customer Agreement # PM20820/1000041162

Description	SKU	Unit Price	Qty	Subtotal
Dell Chromebook 3100	210-ARJL	-	100	-
Intel(R) Celeron(TM) N4000 Processor (2 Core, 2.6GHz, 4M cache, 6W) 2 USB Type-C, 2 USB 3.1	329-BEBF	-	100	-
4GB 2400MHz LPDDR4 Non-ECC	370-ADZI	-	100	-
32GB eMMC Hard Drive	400-AWCZ	-	100	-
11.6" HD (1366 x 768) Anti-Glare Non-Touch, Camera & Microphone, WLAN Capable	391-BDXY	-	100	-
US English Keyboard, non-backlit	580-AHRW	-	100	-
No Mouse	570-AADK	-	100	-
Intel(R) Dual Band Wireless AC 9560 (802.11ac) 2x2 + Bluetooth 5.0	555-BEVK	-	100	-
Label 0X02	389-DPUI	-	100	-
Primary 3-Cell 42Whr Battery	451-BCNK	-	100	-
65W AC Adapter 250V,1M	492-BCNV	-	100	-
US Power Cord	537-BBBL	-	100	-
Fixed Hardware Configuration	998-DJKZ	-	100	-
No UPC Label	389-BCGW	-	100	-
Safety/Environment and Regulatory Guide (English/Spanish)	340-AGIN	-	100	-
Quick Start Guide	340-CKUZ	-	100	-
EAN label	389-BKKL	-	100	-
Not Included	631-ABBH	-	100	-
Non-Touch LCD Cover	320-BCTK	-	100	-
Min Config Packaging	340-CRSG	-	100	-
Intel(R) Label	389-BHZJ	-	100	-
No Carrying Case	460-BBEX	-	100	-
BTS/BTP Smart Selection Shipment, Chromebook (VS)	800-BBQM	-	100	-
Dell Limited Hardware Warranty Initial Year	823-5168	-	100	-
ProSupport Plus: Accidental Damage Service, 1 Year	823-5208	-	100	-
ProSupport Plus: Next Business Day Onsite, 1 Year	823-5209	-	100	-
ProSupport Plus: 7x24 Technical Support, 1 Year	823-5210	-	100	-
Thank you for choosing Dell ProSupport Plus. For tech support, visit www.dell.com/contactdell or call 1-866-516-3115	997-8367	-	100	-

		Qty	33	Subtotal
Anywhere Cart AC-LITE - Cart (charge only) for 30 tablets / Laptops	\$880.63	1		\$880.63

Estimated delivery if purchased today:
 Jun. 15, 2020
 Contract # C000000005000
 Customer Agreement # PM20820/1000041162

Description	SKU	Unit Price	Qty	Subtotal
Anywhere Cart AC-LITE - Cart (charge only) for 30 tablets / Laptops	AA708210	-	1	-
			Qty	Subtotal
		\$25.27	100	\$2,527.00

Chrome Education
 Estimated delivery if purchased today:
 Jun. 16, 2020
 Contract # C000000005000
 Customer Agreement # PM20820/1000041162

Description	SKU	Unit Price	Qty	Subtotal
Chrome Education	A7611038	-	100	-

Subtotal:	\$28,956.63
Shipping:	\$0.00
Estimated Tax:	\$0.00
<hr/>	
Total:	\$28,956.63

Important Notes

Terms of Sale

This Quote will, if Customer issues a purchase order for the quoted items that is accepted by Supplier, constitute a contract between the entity issuing this Quote ("Supplier") and the entity to whom this Quote was issued ("Customer"). Unless otherwise stated herein, pricing is valid for thirty days from the date of this Quote. All product, pricing and other information is based on the latest information available and is subject to change. Supplier reserves the right to cancel this Quote and Customer purchase orders arising from pricing errors. Taxes and/or freight charges listed on this Quote are only estimates. The final amounts shall be stated on the relevant invoice. Additional freight charges will be applied if Customer requests expedited shipping. Please indicate any tax exemption status on your purchase order and send your tax exemption certificate to Tax_Department@dell.com or ARSalesTax@emc.com, as applicable.

Governing Terms: This Quote is subject to: (a) a separate written agreement between Customer or Customer's affiliate and Supplier or a Supplier's affiliate to the extent that it expressly applies to the products and/or services in this Quote or, to the extent there is no such agreement, to the applicable set of Dell's Terms of Sale (available at www.dell.com/terms or www.dell.com/oemterms), or for cloud/as-a-Service offerings, the applicable cloud terms of service (identified on the Offer Specific Terms referenced below); and (b) the terms referenced herein (collectively, the "Governing Terms"). Different Governing Terms may apply to different products and services on this Quote. The Governing Terms apply to the exclusion of all terms and conditions incorporated in or referred to in any documentation submitted by Customer to Supplier.

Supplier Software Licenses and Services Descriptions: Customer's use of any Supplier software is subject to the license terms accompanying the software, or in the absence of accompanying terms, the applicable terms posted on www.Dell.com/eula. Descriptions and terms for Supplier-branded standard services are stated at www.dell.com/servicecontracts/global or for certain infrastructure products at www.dellemc.com/en-us/customer-services/product-warranty-and-service-descriptions.htm

Offer-Specific, Third Party and Program Specific Terms: Customer's use of third-party software is subject to the license terms that accompany the software. Certain Supplier-branded and third-party products and services listed on this Quote are subject to additional, specific terms stated on www.dell.com/offeringsspecificterms ("Offer Specific Terms").

In case of Resale only: Should Customer procure any products or services for resale, whether on standalone basis or as part of a solution, Customer shall include the applicable software license terms, services terms, and/or offer-specific terms in a written agreement with the end-user and provide written evidence of doing so upon receipt of request from Supplier.

In case of Financing only: If Customer intends to enter into a financing arrangement ("Financing Agreement") for the products and/or services on this Quote with Dell Financial Services LLC or other funding source pre-approved by Supplier ("FS"), Customer may issue its purchase order to Supplier or to FS. If issued to FS, Supplier will fulfill and invoice FS upon confirmation that: (a) FS intends to enter into a Financing Agreement with Customer for this order; and (b) FS agrees to procure these items from Supplier. Notwithstanding the Financing Agreement, Customer's use (and Customer's resale of and the end-user's use) of these items in the order is subject to the applicable governing agreement between Customer and Supplier, except that title shall transfer from Supplier to FS instead of to Customer. If FS notifies Supplier after shipment that Customer is no longer pursuing a Financing Agreement for these items, or if Customer fails to enter into such Financing Agreement within 120 days after shipment by Supplier, Customer shall promptly pay the Supplier invoice amounts directly to Supplier.

Customer represents that this transaction does not involve: (a) use of U.S. Government funds; (b) use by or resale to the U.S. Government; or (c) maintenance and support of the product(s) listed in this document within classified spaces. Customer further represents that this transaction does not require Supplier's compliance with any statute, regulation or information technology standard applicable to a U.S. Government procurement.

For certain products shipped to end users in California, a State Environmental Fee will be applied to Customer's invoice. Supplier encourages customers to dispose of electronic equipment properly.

Electronically linked terms and descriptions are available in hard copy upon request.

^Dell Business Credit (DBC):

OFFER VARIES BY CREDITWORTHINESS AS DETERMINED BY LENDER. Offered by WebBank to Small and Medium Business customers with approved credit. Taxes, shipping and other charges are extra and vary. Minimum monthly payments are the greater of \$15 or 3% of account balance. Dell Business Credit is not offered to government or public entities, or business entities located and organized outside of the United States.

Resolution

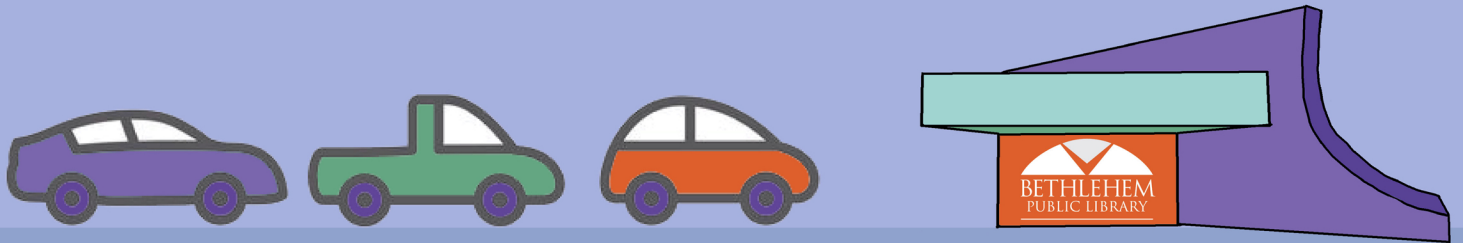
The Board of Trustees of Bethlehem Public Library enacts the following temporary actions in order to meet the needs of the community during the current COVID-19 emergency. This resolution will remain in effect until the August 10 Board of Trustees meeting where it will be reviewed. Actions taken under this emergency resolution will be reported to the Board of Trustees.

The Board of Trustees gives the Library Director discretion in suspending library operations and to adapt the following policies as needed.

- Collection Development Policy
- Borrowing Policy
- Patron Conduct Policy
- Programming Policy
- Displays and Exhibit Policy

The Library Director will adopt safety protocols, modify services, and modify operations to meet the needs of community and employee safety. This may include changes to hours of operation, reconfiguration of library spaces, reducing and monitoring building occupancy capacity, and offering new services.

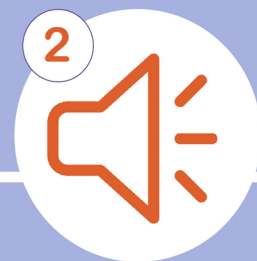
CURBSIDE PICKUP



Get your items to go!



1
Reserve your items through our online catalog available 24/7.



2
Once you receive a notice that your items are ready, come to the library between 2-6pm Mon-Fri.



4
A staffer will bring your items out. Please stay in your vehicle until the pickup area is clear.



3
Park in a designated pickup spot and call the number below.

(518) 439-9314, press 5

www.bethlehempubliclibrary.org