



Board of Trustees Meeting

Tuesday October 13, 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. 2-7)
- Financial report (p. 8-15)
 - Treasurer's update
- Personnel report (p. 16)
 - Personnel actions
- Director's report (p. 17-24)
- UHLS report
- New business
 - Scheduling public meetings at the library
 - Kanopy renewal (p. 25)
 - Resolution – UHLS Volunteer of the Year (p. 26)
 - Board meetings on BCN-TV
 - Fines and cash handling
 - Other new business (p. 27-32)
- Old business
 - Auto transcription for board meetings
 - Long range plan steering committee - update
 - MERV filters for HVAC
 - Reopening phase discussion
 - Other old business
- Future business
- Public Participation
- Adjournment
 - Next board meeting: November 9, 2020 6:00pm (Virtual Meeting)
 - Next Friends of the Library meeting: October 19, 2020 (Virtual Meeting)

MINUTES OF THE BOARD OF TRUSTEES MEETING
BETHLEHEM PUBLIC LIBRARY **DRAFT**
Monday September 14, 2020

PRESENT: Mark Kissinger
Harmeet Narang
Mary Redmond
Lisa Scoons
Michelle Walsh
Charmaine Wijeyesinghe
Sharon Whiting, library treasurer

Geoffrey Kirkpatrick, director
Kristen Roberts, recording secretary

EXCUSED: Caroline Brancatella

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

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

President M. Kissinger called the meeting to order at 5:58pm.

PUBLIC PARTICPATION

There was no public participation.

MINUTES

Minutes of the 10 August 2020 board meeting and the 19 July August Long-Range Planning Committee meeting were approved unanimously on a MOTION by M. Walsh with a SECOND by C. Wijeyesinghe.

FINANCIAL REPORT

Treasurer's update

G. Kirkpatrick introduced library treasurer S. Whiting and welcomed her to the board of trustees.

On a MOTION by M. Redmond with a SECOND by C. Wijeyesinghe, the board unanimously approved the Financial Statement dated 31 August 2020 (Manual Disbursements \$48,578.15; Cash Disbursements/Accounts Payable \$48,434.00; Trust & Agency Disbursements/Salaries \$184,226.58; CapProject Fund/Hand-Drawn Checks \$0; Total: \$281,238.73).

Draft Page 1 of 5

G. Kirkpatrick said the library has received the final 10 percent of the remaining construction grant for the HVAC project. He noted that it would be accepted into the H Fund for projects and then transferred to the general fund.

C. Wijeyesinghe asked if the HVAC project created any benefits that would be relevant to the current COVID situation. G. Kirkpatrick said that airflow requirements had changed, and the library was initially experiencing some issues with adjusting the system to make that more comfortable. He noted that large air turnover in public buildings is now actually a good thing in regards to how to mitigate COVID transmission.

M. Redmond said she has asked S. Whiting to prepare a final report on the costs of the project to have it all summarized in one place.

G. Kirkpatrick told the board that the library received the first portion of the tax payments for the fiscal year.

PERSONNEL REPORT

The board noted the personnel report. G. Kirkpatrick said on actions requested were positions that were vacated in the past month. He said he is requesting to fill them but would not be rushing to do so, noting that the part-time evening clerk would be the top priority of the three.

M. Walsh asked about the potential need for a part-time person to transcribe the board meetings. G. Kirkpatrick said that the library had been filling that need with people working from home, but as more people are working back at the library, there is less time to devote to the task. He said he would be more interested in adding some additional hours for people who would be willing to volunteer.

M. Redmond asked for clarification on why the transcript was required. G. Kirkpatrick said that it was part of the amendment to the open meeting law that allows government entities to conduct their board meetings remotely while still providing public access.

C. Wijeyesinghe noted that transcribing meetings is extremely time consuming. C. Stollar Peters said that one hour of speaking time will generally require 3-4 hours to transcribe.

G. Kirkpatrick noted that some libraries are accepting the YouTube automatically generated transcript, which has some flaws and doesn't denote who is speaking. M. Walsh asked if that is good enough. G. Kirkpatrick said that it is technically compliant. The board agreed to review a copy of the automatically generated transcript compared to the one prepared by staff to make a decision at the next meeting whether to continue the practice.

M. Redmond asked that the description of the hours worked by the district treasurer say "an average of 12 hours per week" instead of "up to 12 hours per week."

PERSONNEL ACTION

On a MOTION by M. Redmond with a SECOND by L. Scoons, the board unanimously approved a new hire for the following vacancies, pending Civil Service approval:

- Library clerk, part-time, permanent, 15 hours/week at \$13.89/hour or per contract.
- Library page, part-time permanent, 9.8 hours/week at \$11.80/hour or per contract.
- Library clerk, part-time, permanent, 11.67 hours/week at \$13.89/hour or per contract.

DIRECTOR'S REPORT

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

- G. Kirkpatrick said the library was seeking quotes for an awning structure that would attach to the garage and facilitate curbside pickup safely into the winter months. He noted that he was still waiting to hear back from other vendors but wanted to bring the concept to the board to see if they agreed with moving in this direction as the library looks to continue providing the services it needs to provide. G. Kirkpatrick said that the one quote received for an aluminum structure comes to about \$10,000. M. Redmond asked if the board would need to pre-approve an amount that would let the library move quickly once a decision has been made about the vendor. G. Kirkpatrick said he does not imagine the costs going over \$15,000. The board discussed whether it would make more sense to call a second meeting to approve the costs or vote to pre-approve G. Kirkpatrick to spend up to a certain amount on the project.
 - On a MOTION by M. Redmond and a SECOND by C. Wijeyesinghe, the board voted unanimously to give the library director the authority to proceed with the purchase and installation of an awning based on the most reasonable quote up to \$15,000.
- The library is working closely with the school district to direct students to library resources to assist remote learning. There's also a new connection with OverDrive that links the library's Overdrive materials to the school's, allowing students broader access. M. Walsh thanked staff for making that partnership possible.
- Included in the board packet was the breakdown of the library's insurance policy.
- G. Kirkpatrick extended his thanks to patrons and staff.
- H. Narang asked what the current patron maximum was for in-person browsing. G. Kirkpatrick said it was currently set at 10 to balance with the number of staffers, but there are very few people who have had to wait to go inside. G. Kirkpatrick said that might not be the case when the library opens for Saturday browsing. H. Narang asked how the library encourages people not to linger. G. Kirkpatrick said that is often a conversation that is had with the entrance greeter, if needed. M. Redmond asked if there was any latitude in the number of people allowed in the library at once. G. Kirkpatrick said he could see raising that number to 15 if needed in the future.
- G. Kirkpatrick said that even with in-person browsing, the library has not seen a decrease in curbside pickup, and Pop-Up Library use remains significantly higher.
- M. Kissinger said he has heard a lot of positive feedback about the Book Bundles.
- C. Wijeyesinghe asked about the non-fiction collection for young adults. G. Kirkpatrick said it is a newer and smaller collection, and that many young adults are also using the adult non-fiction materials, so the circulation statistics for that collection do not tell the whole story.
- H. Narang asked if there was a count of the number of books moved by request versus picked up through browsing. G. Kirkpatrick said that data exists, and he would ask C. Stollar Peters to track that down.
- L. Scoons asked if the library was able to partner with the New York State Writers Institute to share some of the content from their online book festival.

UPPER HUDSON LIBRARY SYSTEM REPORT

L. Scoons said the services committee met to make recommendations for the state construction grants. She said the majority got close to their requested awards. She said they would be reviewing the feedback from Albany Public Library regarding the 90 percent match guidelines for the following year.

NEW BUSINESS

Patron conduct policy

G. Kirkpatrick directed the board's attention to the emergency patron policy, which has been updated to include COVID-specific browsing and hygiene rules, as well as increases the age for children to visit alone to 12.

M. Redmond said that the policy specifically limits browser to 10 and asked that the wording be changed to allow some flexibility. M. Kissinger made the same wording request for computer use.

On a MOTION by C. Wijeyesinghe with a SECOND by M. Walsh, the board unanimously approved the emergency patron policy with the wording changes noted above.

Hoopla participation

G. Kirkpatrick said that he would like to continue providing access to Hoopla for Bethlehem patrons, as the Upper Hudson purchase at the beginning of the pandemic is slated to run out of funding sometime in mid-October. He said usage estimates predict a 12-month cost of \$23,000 to continue the service. C. Wijeyesinghe asked if that was money that was in the budget. G. Kirkpatrick said it was in the materials line already, but represents how the library has shifted some money from the physical to digital materials line to go in line with usage increases. He said Hoopla was a good complement to Overdrive because it provides instant access to materials.

The library has the most registered patrons in Hoopla of all the Upper Hudson libraries. E-books and audiobooks are the most checked out items. M. Kissinger said he was very much in favor of continuing Hoopla. H. Narang said he agreed as long as there were a bunch of people using it. M. Redmond said the board should review the service in a year to see if it continues to provide a value to the community.

M. Redmond asked if the treasurer's report could include a line-by-line summary of expenses so the board could occasionally review where the library was over or under budget. M. Kissinger said that might be useful as a quarterly update.

On a MOTION by M. Walsh with a SECOND by C. Wijeyesinghe, the board unanimously voted to continue the library's Hoopla subscription for a year at the estimated cost of \$23,000.

Chromebooks

G. Kirkpatrick said the library is advertising and circulating the new Chromebooks. Not all have been checked out, which means the library is meeting this need at this time. The same is true for the WiFi hotspots.

Committee discussion

M. Kissinger said he will be getting the policy and collections committees going in the coming weeks and encouraged the other committees to continue their work. C. Wijeyesinghe asked if non-quorum committees could meet at the library. She made an appeal for a second trustee to join the personnel committee. G. Kirkpatrick said that space could most likely be found.

Other new business

There was no other new business discussed at this time.

OLD BUSINESS

Long range plan steering committee - update

H. Narang said the committee met with library architect Paul Mays on August 19 to go over the latest building schemes, which were grouped in phases. He said they are waiting for additional cost and schedule estimates and plan to meet one more time without P. Mays to discuss what they would like to put before the full board.

MERV filters for HVAC

G. Kirkpatrick said the filters have not yet arrived, as there is a shortage of this high-demand item.

Reopening phase discussion

G. Kirkpatrick said the library continues to work on plans to open on Saturdays for browsing. He noted that there has been very little issue enforcing mask compliance. He said the library is closely watching the COVID numbers in colleges in schools as staffers slowly move forward with additional services.

M. Redmond asked what the next step might be after reintroducing Saturday hours. G. Kirkpatrick said he would like to find a way to provide computer use and eventually expand browsing hours to overlap curbside hours. He noted the community has been so supportive of the library's efforts to bring back services.

Other old business

There was no other old business discussed at this time

FUTURE BUSINESS

There was no future business discussed at this time.

PUBLIC PARTICIPATION

There was no public participation.

ADJOURNMENT

On a MOTION by C. Wijeyesinghe with a SECOND by M. Redmond, the board adjourned the regular meeting at 7:24pm.

Prepared by
Kristen Roberts, recording secretary

Cosigned by
M. Kissinger, board president

MINUTES OF THE BOARD OF TRUSTEES
BUILDING COMMITTEE MEETING
BETHLEHEM PUBLIC LIBRARY
Wednesday, September 23, 2020

PRESENT: Mark Kissinger
Harmeet Narang
Charmaine Wijesinghe
Michelle Walsh

EXCUSED:

GUESTS: Geoffrey Kirkpatrick, director
Chris McGinty, assistant director
Catherine Stollar Peters, assistant director
Kevin Coffey, maintenance supervisor

*All present via Zoom broadcast live on YouTube.

The meeting was called to order at 4pm.

LONG RANGE SERVICES PLAN DISCUSSION

The committee discussed options for the continuation of curbside pickup during the winter months.

No action was taken.

ADJOURNMENT

The meeting was adjourned at 4:35pm.

Prepared by
Kristen Roberts, recording secretary

Cosigned by
M. Kissinger, board president

BETHLEHEM PUBLIC LIBRARY

CASH & INVESTMENTS SUMMARY

AS OF 9/30/2020

CASH BALANCES

TD Bank - Checking Account	1,948,097.65
TD Bank - Money Market	2,521,535.16
TD Bank - Payroll Account	-
TD Bank - Capital Project Fund	-
Key Bank - Checking	2,500.00
TOTAL	4,472,132.81

INVESTMENTS

None

SUMMARY OF CASH ACTIVITY

ACCOUNT	8/31/2020	RECEIPTS	DISBURSEMENTS	TRANSFERS	9/30/2020
TD Bank General Fund	1,797,599.15	1,932,766.63	(166,945.88)	(1,615,322.25)	1,948,097.65
TD Bank Payroll	-		(125,322.25)	125,322.25	-
TD Bank Money Market	1,002,360.43	227.73	-	1,518,947.00	2,521,535.16
TD Bank Capital Project Fund	28,947.00	-	-	(28,947.00)	-
Key Bank Checking	2,500.00	-	-	-	2,500.00
TOTAL:	2,831,406.58	1,932,994.36	(292,268.13)	-	4,472,132.81

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

3 MONTHS ENDED 9/30/2020

FISCAL YEAR 2020-2021

REVENUE	ANNUAL BUDGET	YTD ACTUAL 3 MONTHS ENDED 9/30/2020	YTD PRIOR 3 MONTHS ENDED 9/30/2019	YTD VARIANCE OVER (UNDER)	MONTH OF SEPT 2020
Real Property Taxes	4,172,563	1,734,548	1,100,000	634,548	1,734,548
PILOT	211,637	195,452	-	195,452	195,452
Fines	28,000	237	5,604	(5,367)	-
Interest on Deposits	7,500	1,034	8,375	(7,341)	328
Lost Book Payments	-	82	-	82	23
Sale of Books	30,000	-	1,175	(1,175)	-
Gifts and Donations, Misc	5,000	1,410	700	710	750
Photocopier	1,000	-	2,078	(2,078)	-
State Aid	24,000	-	22,545	(22,545)	-
Grants	-	-	-	-	-
Miscellaneous Income	-	-	75	(75)	-
Total Revenue	4,479,700	1,932,763	1,140,553	792,210	1,931,101
EXPENSES					
Salaries	2,363,565	531,932	551,075	(19,143)	177,480
Retirement	291,089	-	-	-	-
Health Insurance	310,433	66,948	70,657	(3,709)	22,920
Other Benefits	201,213	60,535	59,905	630	13,131
Subtotal Salaries & Benefits	3,166,300	659,415	681,637	(22,222)	213,532
Library Materials - Print	280,000	54,282	48,008	6,274	14,242
Library Materials - Electronic & Audio	306,500	49,909	37,426	12,482	4,562
Subtotal Library Material	586,500	104,191	85,434	18,756	18,804
Operations	601,900	130,349	143,806	(13,457)	59,569
Capital Expenditures	125,000	-	14,948	(14,948)	-
Total Expenses	4,479,700	893,955	925,826	(31,871)	291,905

BETHLEHEM PUBLIC LIBRARY

EXPENSES REPORT - DETAIL

3 MONTHS ENDED 9/30/2020

FISCAL YEAR 2020-2021

2019-20 Budget Line Balances

Account Name	ANNUAL BUDGET	YTD ACTUAL 3 MONTHS ENDED 9/30/2020	YTD PRIOR 3 MONTHS ENDED 9/30/2019	YTD VARIANCE OVER (UNDER)	MONTH ACTUAL
Salaries & Benefits					
Salaries-Librarians	1,197,064	256,783	281,857	(25,073)	85,082
Salaries-Clerical	996,099	236,136	231,747	4,390	79,379
Salaries-Custodians	170,402	39,012	37,472	1,540	13,020
Retirement	291,089	-	-	-	-
SocSec/Medicare	180,813	39,381	40,881	(1,500)	13,117
Worker's Comp.	19,000	15,989	17,717	(1,728)	-
Unemployment	-	3,843	-	3,843	-
Health Ins.	310,433	66,948	70,657	(3,709)	22,920
Disability Ins.	1,400	1,322	1,307	15	15
Library Materials					
Adult books	171,000	42,243	32,621	9,622	10,304
Audiobooks	30,000	10,785	4,621	6,164	936
Ebooks	156,000	18,126	21,135	(3,009)	1,546
Electronic Resources	28,000	-	-	-	-
Periodicals	24,000	90	19	71	-
YS Books	85,000	11,949	15,368	(3,419)	3,938
YS Audiobooks	5,000	4,179	825	3,355	211
YS Media	7,000	2,185	3,163	(978)	154
Special Collections	22,500	983	1,630	(648)	633
AS Media	58,000	13,650	6,053	7,598	1,082
Operations					
Copiers and supplies	20,000	685	1,027	(342)	173
Office supplies	14,000	5,357	2,102	3,255	3,885
Custodial supplies	22,000	3,989	1,217	2,773	2,617
Postage	20,000	3,368	3,865	(497)	649
Printing & Marketing	35,000	3,134	3,442	(309)	1,918
Van lease & oper.	4,000	29	103	(74)	-
Gas and Electric	60,000	10,524	11,876	(1,352)	3,354
Telecommunications	18,000	2,947	2,571	376	1,140
Water	2,700	941	1,541	(600)	941
Taxes-sewer & water	3,700	-	-	-	-
Refund property taxes	20,000	-	9,158	(9,158)	-
Prof. Services	30,000	12,940	2,525	10,416	4,475
Contract Services	42,000	749	20,183	(19,434)	477
Insurance	29,000	23,502	23,202	300	23,502
Travel/Conference	8,000	(1,150)	2,583	(3,733)	-
Memberships	3,000	244	1,388	(1,144)	-
Special Programs	43,000	4,789	8,022	(3,233)	2,437
Furniture & Equipment	50,000	11,303	4,496	6,806	7,149
IT Hardware & Software	42,000	15,081	15,049	33	4,965
Bld & Grnd. Repair	40,000	1,200	1,053	147	1,166
Furn/Equip Repair	2,000	-	50	(50)	-
Miscellaneous	3,500	5,445	1,552	3,893	721
Audit Service	24,000	-	1,500	(1,500)	-
Accounting Service	15,000	13,175	13,444	(269)	-
UHLAN fees	51,000	12,096	11,859	237	-
Capital Expenditures	125,000	-	14,948	(14,948)	-
TOTAL	4,479,700	893,955	925,826	(31,871)	291,905

BETHLEHEM PUBLIC LIBRARY**DISBURSEMENTS SUMMARY**

CHECKS DISBURSED IN AUGUST 2020 BASED ON PRE-APPROVAL	\$	59,910.44
CHECKS DISBURSED IN AUGUST 2020 RELATING TO PAYROLL	\$	183,923.69
CHECKS BEING SUBMITTED FOR APPROVAL	\$	95,882.22
CHECKS BEING SUBMITTED FOR APPROVAL - CAPITAL PROJECT FUND	\$	-

BETHLEHEM PUBLIC LIBRARY

Check Warrant Report For A - 9: MANUAL DISB (SEPT 20) For Dates 9/1/2020 - 9/30/2020



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
39057	09/01/2020	1607	VERIZON BUSINESS FIOS	210000	126.98
39058	09/01/2020	1607	VERIZON BUSINESS FIOS	210000	127.77
39093	09/15/2020	1833	BLUESHIELD OF NORTHEASTERN NY		6,743.30
39094	09/15/2020	2087	CITIBANK	210101	919.36
39095	09/15/2020	1264	FENIMORE ART MUSEUM SHOP	210088	115.00
39096	09/15/2020	2160	JESTER JIM INC	210092	75.00
39097	09/15/2020	2113	NYSIF DISABILITY BENEFITS	210093	14.56
39098	09/15/2020	2117	THE HYDE COLLECTION	210091	100.00
39099	09/15/2020	1161	TOWN OF BETHLEHEM	210094	941.06
39100	09/15/2020	2258	VENTFORT HALL MUSEUM & GUILDED AGE MANSION	210090	100.00
39101	09/15/2020	1607	VERIZON BUSINESS FIOS	210000	102.77
39102	09/15/2020	1607	VERIZON BUSINESS FIOS	210000	201.98
39103	09/15/2020	2173	THE OLANA PARTNERSHIP	210089	150.00
39107	09/23/2020	1424	AFLAC NEW YORK		415.92
39108	09/23/2020	1831	CDPHP UNIVERSAL BENEFITS, INC.		18,544.89
39109	09/23/2020	720	MVP HEALTH PLAN, INC.		4,107.53
39110	09/23/2020	1570	NATIONAL GRID		3,354.03
39111	09/23/2020	2061	UNITED HEALTHCARE INSURANCE CO		145.21
39112	09/23/2020	2011	UTICA NATIONAL INSURANCE GROUP	210109	23,502.31
39113	09/23/2020	1607	VERIZON BUSINESS FIOS	210000	122.77

Number of Transactions: 20

Warrant Total: 59,910.44

Vendor Portion: 59,910.44

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 - 11: TRUST & AGENCY (SEPT 20) For Dates 9/1/2020 - 9/30/2020



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
39090	09/15/2020	712	CIVIL SERVICE EMPL ASSOC INC.		934.82
39091	09/15/2020	1679	METLIFE-TSA CONTRIBUTIONS		100.00
39092	09/15/2020	711	SCHOOL SYSTEMS FED CREDIT UNION		170.00
39104	09/30/2020	712	CIVIL SERVICE EMPL ASSOC INC.		934.82
39105	09/30/2020	1679	METLIFE-TSA CONTRIBUTIONS		100.00
39106	09/30/2020	711	SCHOOL SYSTEMS FED CREDIT UNION		170.00
100481	09/15/2020	709	BPL SPECIAL PAYROLL ACCOUNT		61,993.07
100482	09/15/2020	710	NYS INCOME TAX BUREAU		3,517.49
100483	09/15/2020	1946	IRS - PAYROLL TAX PMT		20,505.78
100484	09/15/2020	2003	NEW YORK STATE DEFERRED		2,447.16
100485	09/30/2020	709	BPL SPECIAL PAYROLL ACCOUNT		63,329.18
100486	09/30/2020	710	NYS INCOME TAX BUREAU		3,572.23
100487	09/30/2020	730	NYS EMPLOYEES RETIREMENT SYSTE		2,675.27
100488	09/30/2020	1946	IRS - PAYROLL TAX PMT		21,047.18
100489	09/30/2020	2003	NEW YORK STATE DEFERRED		2,426.69
Number of Transactions: 15				Warrant Total:	183,923.69
				Vendor Portion:	183,923.69

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 - 14: CASH DISB - OCT 20 For Dates 10/14/2020 - 10/14/2020



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
39117	10/14/2020	1163	ADIRONDACK CABLING, INC	210072	5,925.00
39118	10/14/2020	2334	ALLEGRA MKTG C/O GLENN READ ENTERPRISES LLC	210134	598.47
39119	10/14/2020	2316	ALYSSA YEAGER	210108	100.00
39120	10/14/2020	1009	AMAZON CREDIT PLAN	210117	1,695.44
39121	10/14/2020	61	AQUASCAPE DESIGNS LLC	210008	82.99
39122	10/14/2020	77	BAKER & TAYLOR , INC.	210114	24,013.43
39123	10/14/2020	2223	BAYSCAN TECHNOLOGIES LLC	210081	3,199.00
39124	10/14/2020	2302	BUTLER ROWLAND MAYS ARCHITECTS, LLP	210125	1,430.00
39125	10/14/2020	117	CAPITAL EAP C/O FAMILY & CHILDREN'S SERVICE OF CAP REG INC.	210096	553.13
39126	10/14/2020	827	PHYLLIS CHAMBERS		433.80
39127	10/14/2020	1315	CITY GLASS COMPANY	210118	265.00
39128	10/14/2020	2078	COUNTY WASTE & RECYCLING SERVICE, INC.	210013	238.58
39129	10/14/2020	1220	DEMCO, INC	210023	1,221.01
39130	10/14/2020	2330	DOUGHERTY, LISA E.	210135	50.00
39131	10/14/2020	1991	EASTERN MANAGED PRINT NETWORK LLC	210017	488.71
39132	10/14/2020	1674	FINDAWAY	210087	314.94
39133	10/14/2020	1986	FIRSTLIGHT FIBER	210005	185.38
39134	10/14/2020	745	MARY HARTMAN		433.80
39135	10/14/2020	1839	LARRY KOT ELECTRICAL SVCS	210119	211.00
39136	10/14/2020	2261	LIBRARY IDEAS, LLC	210086	525.35
39137	10/14/2020	2341	LIBRARY MARKET	200573	2,000.00
39138	10/14/2020	2313	MARVIN AND COMPANY, P.C.	210010	2,500.00
39139	10/14/2020	1024	MIDWEST TAPE LLC	200661	1,494.09
39140	10/14/2020	1172	ANNE B MOSHER		433.80
39141	10/14/2020	387	MURPHY OVERHEAD DOORS	210133	156.25
39142	10/14/2020	809	NANCY PIERI		433.80
39143	10/14/2020	404	NEW YORK LIBRARY ASSOC	210126	938.70
39144	10/14/2020	2088	NYSID	210027	828.04
39145	10/14/2020	2094	ORIENTAL TRADING COMPANY, INC.	210106	73.06
39146	10/14/2020	1823	OVER DRIVE INC.	210095	37,298.51
39147	10/14/2020	2351	PATRICIA SIBILIA	210100	100.00
39148	10/14/2020	450	PHILLIPS HARDWARE INC	210007	37.41
39149	10/14/2020	458	PITNEY BOWES INC	210004	460.41
39150	10/14/2020	2038	STAPLES BUSINESS ADVANTAGE	210116	2,045.53
39151	10/14/2020	2340	T-MOBILE	210016	133.00
39152	10/14/2020	2344	ULINE, INC.	210046	664.00
39153	10/14/2020	2328	UNIFIRST CORPORATION	210015	91.83
39154	10/14/2020	632	UPPER HUDSON LIBRARY SYSTEM	210103	1,362.50
39155	10/14/2020	1607	VERIZON BUSINESS FIOS	210000	199.66
39156	10/14/2020	1968	VERIZON WIRELESS	210001	141.23
39157	10/14/2020	645	W W GRAINGER INC	210006	2,091.57
39158	10/14/2020	1707	AUDREY WATSON		433.80

BETHLEHEM PUBLIC LIBRARY

Check Warrant Report For A - 14: CASH DISB - OCT 20 For Dates 10/14/2020 - 10/14/2020



Check #	Check Date	Vendor ID	Vendor Name	PO Number	Check Amount
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Number of Transactions: 42

Warrant Total: 95,882.22

Vendor Portion: 95,882.22

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

Director's Report October 2020

Building and Grounds

The vendor for the aluminum awning that we were planning to engage has now said the project cannot be completed before this winter. Similar fabric structures were significantly more expensive. Kevin is now exploring temporary options that might be quicker to implement, less expensive, and reversible. We are hoping the increased browsing hours will decrease demand for curbside pickup.

Kevin is also exploring costs for a small ride-behind tractor-type machine. While expensive initially, this should help us with lots of grounds tasks going forward. In addition to the bucket attachment the machine also has a forklift attachment which would help with pallet deliveries currently done by hand and allow us to move fully-loaded laundry carts of books across the snowy parking lot this winter. We are looking into NYS contracts as well as other municipal contracts for pricing. I may have a proposal together by the Board Meeting, if not definitely by next month.

The trees on our property seemed to have survived the massive October windstorm in fairly good shape. There are a few that we have scheduled for removal, though that may now be delayed until more critical tree removal in the area can happen.

Public Services

In-person browsing began this month and has been running smoothly. The community appreciates the opportunity to be able to get back into the library, even though services are limited at this time. The staff have adjusted well to having the public in the building and we are ready to begin more regular browsing hours starting on Monday, Oct. 12, from 9:30 a.m. to 7 p.m. M-Th, 9:30 a.m. to 5 p.m. on Friday, and 1 p.m. to 5 p.m. on Saturday. We are still looking at Sunday hours. The additional staff needed to open the library makes it difficult to operate on the weekends, and additional staff on the weekends pulls staff from the weekdays. This has larger staffing implications that we will continue to discuss. Door greeter responsibilities were initially performed by Director, Assistant Directors, and other supervisors. The greeter function has transitioned to the librarian staff and has gone very well. Weekly attendance is below:

	Sept. '20
WEEK 1 (partial)	137
WEEK 2	188
WEEK 3	238
WEEK 4	374
WEEK 5 (partial)	194
Total Days Open for Browsing	21
TOTAL	1131

Demand for Book Bundles continues to be steady, and we have had several requests from the public for the library to continue to offer this service going forward. Before COVID, we would handle requests like this one at a time through the information desk. Having a more regular process actually makes it much simpler, so continuing should be relatively easy. Adult Book Bundles have been overtaken by those for children. The increase appears to be related to the start of the school year. Students attending school virtually may be relying on our library to fulfill information needs normally met through the school libraries.

	Sept. '20
Total bundles completed	177
Storytime	48
Children	59
Teen	21
Adult	49
Media	0
Total items	1770

The Pop-Up Library was held on 11 days throughout September. We are attempting to continue this service though as much of October as we can given the weather and available daylight. As we open for more browsing hours, we plan to stop the Pop-Up Library at 5 p.m. so those staff can assist with in-person browsing.

The new calendar/room reservation system went live in September. Staff are enjoying the ease of using the new system and are exploring all of the potential new uses, such as creating reservations for the hallway galleries, study rooms and other non-traditional library items.

Programs

Fall brings program series back in a virtual format. The studio has been set up for a programming space so staff can easily present and host events. IT was great in getting that ready for the librarians.

Coffee and Conversation has gone virtual this year with a variety of speakers and movies in the line-up. Bethlehem Senior Services is still co-sponsoring and helping to promote the series.

A weekly family story time program has begun on Zoom and is slowly gaining a following. Book discussions are continuing virtually and on Goodreads. The September Listening Party had a record high attendance (virtually) with a lot of new participants.

The Career Transitions program was excellent and well attended. Patricia Sibilica, our former volunteer job coach, presented an engaging workforce development program on how to identify the job you want and how to leverage your hard and soft skills to land that job. She also discussed ways to obtain new skills, the importance of networking and real-world strategies for effective networking and job searching. We received a lot of positive feedback from attendees when the program concluded.

The Great Give Back art show is up on the green. The public responded really positively to this art concept and everyone should take a minute to go look at the artwork.

The Quarantine Memories project materials are still being uploaded to the NY Heritage site. The work-in-progress can be found here: <https://nyheritage.org/collections/quarantine-memories>

The librarians continue to query presenters about bringing more virtual content to the library. In general, the costs for a virtual presenter are not significantly less than the cost for an in-person visit. Since virtual visits bring a much smaller crowd, the public services department is being very judicious about which presentations are worth the costs.

Upcoming Programs

Virtual Pumpkin Contest (sponsored by the Friends) – Categories include: adult (scary and silly) and Family (scary and silly). Information is available on our website.

Trick or Treat Storywalk (partnered with the Town's Parks and Recreation department) – Children and their families are invited to take a hike on the Elm Ave Park's nature loop and enjoy a self-led Halloween story. Staff from the library and Park's department will be dressed up along the loop handing out treats. Those interested will need to register with the Park office.

The library is trying to finalize details to offer some sort of outdoor Halloween event for a limited number of participants to keep things safe with social distancing in mind.

Virtual caregiver support series (partnered with Cornell Cooperative Extension of Albany) – a series of interactive research-based parent virtual education programs for adults is being offered October-December to further develop the caregiver’s relationship with their child.

Alexis de Toqueville’s Democracy in America (grant funded in partnership with Humanities NY) – this four-part virtual series will examine and discuss this country’s Puritan-founded history, the Constitution, representative democracy and more. This series is being presented by guest speaker Giacomo Calabria, who led a similar series on Alexander Hamilton’s Federalist papers, which was extremely popular with our community.

Outreach

Librarian liaisons to the schools have begun reaching out to promote library services and offer assistance. Several teachers have responded looking for resources and virtual visits.

Kate provided a virtual visit to the second graders at the BCSD Virtual Academy. She talked about library services, showed some library of things items and book talked some “just for fun” books.

Kate provided classroom books and some Lego STEM Kits for two teachers at Slingerlands Elementary.

Cathy and Michael contacted the senior living centers that we have worked with in the past to invite them to our online programs and events.

Circulation and Technical Services

This month we circulated a little over 70 percent of the September 2019 numbers. Our in-person browsing increased physical circulation a bit compared to last month, increasing about 2.5 percent. We will continue to watch physical circulation as we expand in-person hours in October.

There are currently no library users on hold for Chromebooks. The initial purchase of 30 more seems to have fulfilled existing needs. It is unlikely we will need to purchase more Chromebooks in the near future.

We had an issue with the phone system. For still unknown reasons, the rollover function between the phone lines was lost, resulting in lots of busy signals. Our phone system has been used much more often in the past few months than at any time in the last decade. We were able to fix it via some on-site troubleshooting through our IT department and working with our phone vendor to restart the rollovers. We are exploring how a cloud-based phone system might benefit us in the future, but for now our current system seems to be working as designed.

Meetings and Miscellany

I have decided to change more of our staff computers from desktops to laptops for business continuity reasons. We were lucky that the library had ordered ten new laptops for the mobile laptop lab just before COVID-19. We were able to move staff members over to those machines so we could continue to provide essential library functions and allow for necessary communication. I have included a proposal for additional staff laptops in this month's packet.

A copy of the new NYS Minimum Standards for Public Libraries is included in the packet. Most of the standards will be easily met by our current practices, there is a new trustee training requirement for 2021, which we will discuss.

Tori presented on the UHLS/MVLS/SALS homeschool panel that was part of their Homeschooling/Virtual Learning CE series. She discussed questions about homeschooling and library services from the dual perspectives of a homeschool parent and librarian.

Frank participated in the CDLC Committee on Resource Sharing (CORS) meeting.

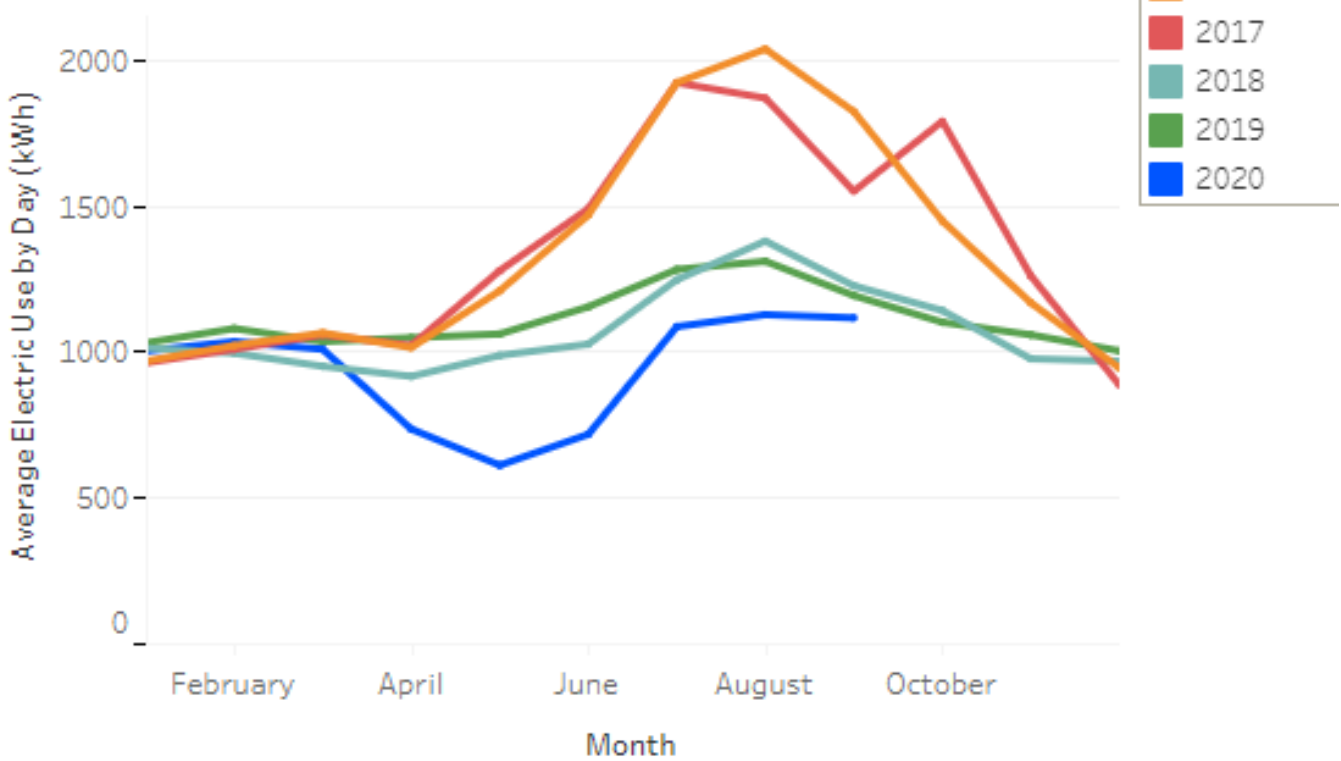
Cathy and Tracey attended two Antiracism Library Services Task Force committee virtual meetings.

You will notice that I have included fewer individual staff items in this month's report. As our services normalize I expect that monthly reports will continue to look more like traditional reports. This in no way reflects a decrease in the work and dedication of the staff, but simply shows that more of our traditional services are up and running.

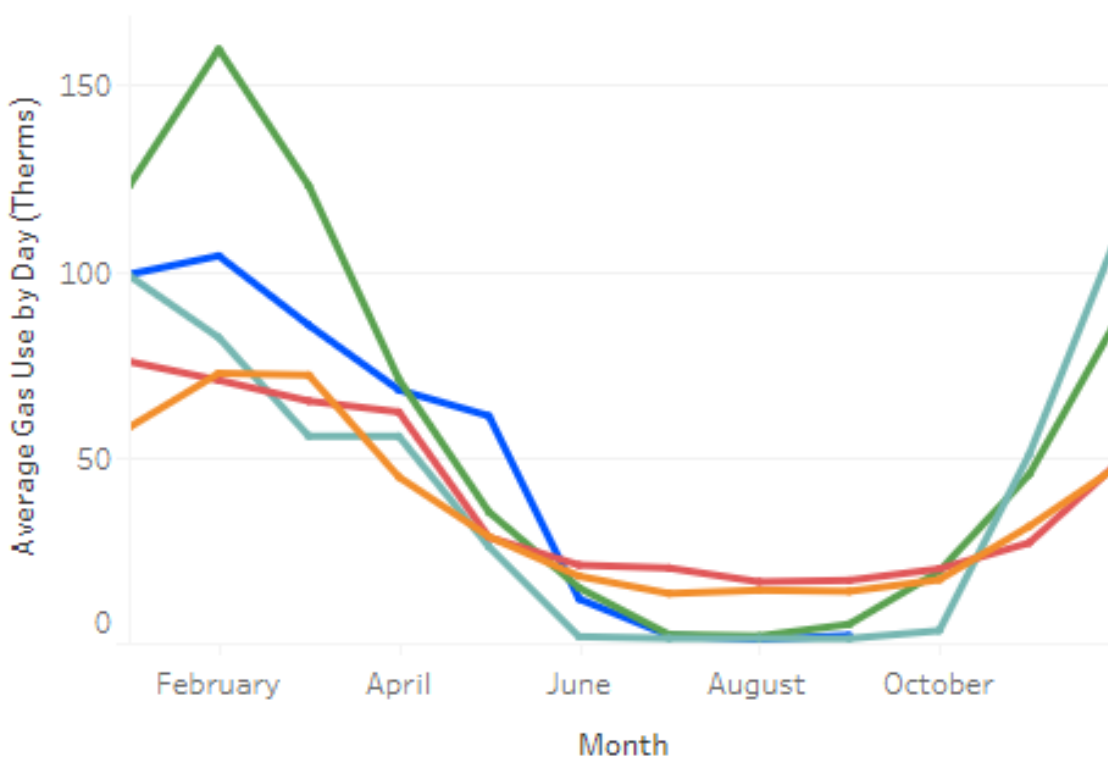
Geoffrey Kirkpatrick, Library Director

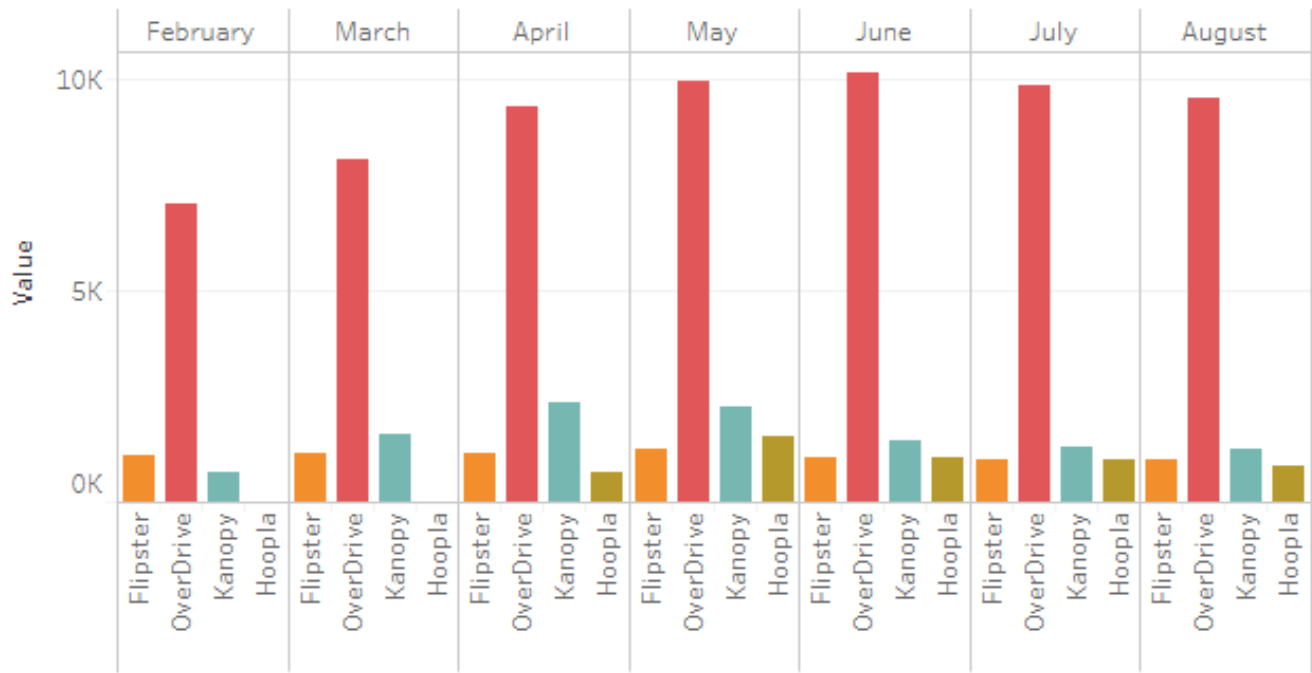
Library Collection				2019-20	Current Total
Adult fiction				26,385	26,920
Adult non-fiction				30,185	30,150
Adult audio				7,078	7,120
Adult video				8,470	8,517
Young adult fiction				5,532	5,269
Young adult nonfiction				544	593
Young adult audiobooks				383	599
Children's fiction				27,219	28,121
Children's non-fiction				15,431	15,751
Children's audiobooks				1,693	1,821
Children's video				1,968	2,094
OverDrive - UHLS Shared				83,237	86,366
e-magazines				133	108
Electronic (games, ereaders)				567	603
Total				208,825	214,032
Library Programs	Sep-20	Sep-19	% change	2019-20	F-Y-T-D
Programs	17	62	-72.6%	681	46
Program attendance	154	1,371	-88.8%	17,496	453
Outreach Programs	1	14	-92.9%	167	2
Outreach Attendance	40	856	-95.3%	6,519	80
Circulation	Sep-20	Sep-19	% change	2019-20	F-Y-T-D
Adult fiction	9,961	12,386	-19.6%	129,442	31,971
Adult non-fiction	4,650	7,730	-39.8%	76,015	14,892
Adult audio	3,446	3,629	-5.0%	41,368	9,625
Adult video	3,921	7,574	-48.2%	82,500	11,782
Adult magazines	1,537	1,757	-12.5%	20,008	4,130
Young adult fiction	1,520	1,428	6.4%	15,733	5,183
Young adult nonfiction	97	120	-19.2%	1,125	308
Young adult audiobooks	202	112	79.8%	1,372	481
Young adult magazines	4	5	-20.0%	42	4
Children's fiction	8,877	11,794	-24.7%	103,223	24,707
Children's non-fiction	1,841	2,695	-31.7%	26,793	4,870
Children's audiobooks	677	553	22.4%	5,909	1,505
Children's video	263	867	-69.7%	8,592	949
Children's magazines	4	21	-81.0%	156	9
Electronic (games, ereaders)	181	611	-70.4%	5,897	528
Total	37,181	51,281	-27.5%	515,775	110,943
Interlibrary Loan	Sep-20	Sep-19	% change	2019-20	F-Y-T-D
Borrowed from others	8,693	6,471	34.3%	63,224	25,633
Loaned to others	5,557	5,090	9.2%	47,571	16,067
Miscellaneous	Sep-20	Sep-19	% change	2019-20	F-Y-T-D
Visits to our home page	51,520	84,854	-39.3%	768,694	156,444
Public use of meeting rooms	0	41	-100.0%	408	0
Public meeting attendance	0	568	-100.0%	4,784	0
Staff use & library programs	0	84	-100.0%	847	0
Study room sessions	0	347	-100.0%	3,498	0
Tech room/ Studio use	0	19	-100.0%	289	0
Door count	1,541	22,409	-93.1%	216,914	1,541
Registered BPL borrowers	39	81	-51.9%	894	135
Computer signups	41	3,371	-98.8%	28,904	45
Museum Pass use	29	152	-80.9%	1,385	45
E-book use	9,582	6,279	52.6%	91,900	31,646
E-magazine use	1,286	1,125	14.3%	14,069	3,808
Equipment	101	407	-75.2%	3,612	191
Wireless Use	5,827	11,969	-51.3%	112,679	16,219

Recent Electric Usage by Month (2016-2020)

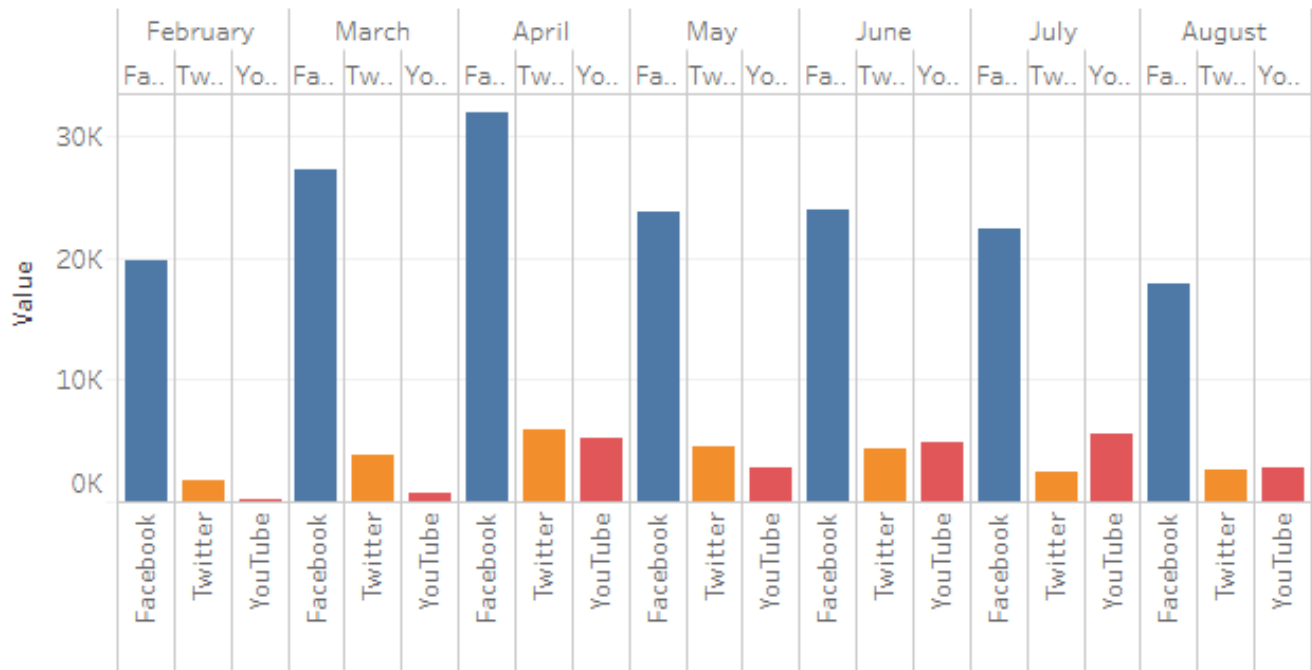


Recent Gas Usage by Month (2016-2020)





Social Media Platforms





New York Public and Association Libraries Minimum Standards Comparison Chart

Current Minimum Standards through December 31, 2020	New Minimum Standards as of January 1, 2021
A public, free association or Indian library registered on or before December 31, 2020 shall meet the following registration standards:	A public, free association or Indian library seeking to register with the department on or after January 1, 2021 shall be registered with the department if it meets the registration standards set forth in this subdivision in a manner satisfactory to the commissioner. Any public, free association or Indian library that was registered by the department on or before December 31, 2020, shall meet the following registration requirements by January 1, 2021 to continue to be registered by the department:
1. is governed by written bylaws which outline the responsibilities and procedures of the library board of trustees;	1. is governed by written bylaws which define the structure and governing functions of the library board of trustees, and which shall be reviewed and re-approved by the board of trustees at least once every five years or earlier if required by law;
2. has a board-approved, written long-range plan of service;	2. has a community-based, board-approved, written long-range plan of service developed by the library board of trustees and staff;
3. presents an annual report to the community on the library's progress in meeting its goals and objectives;	3. provides a board-approved written annual report to the community on the library's progress in meeting its mission, goals and objectives, as outlined in the library's long-range plan of service;
4. has board-approved written policies for the operation of the library;	4. has board-approved written policies for the operation of the library, which shall be reviewed and updated at least once every five years or earlier if required by law;
5. presents annually to appropriate funding agencies a written budget which would enable the library to meet or exceed these standards and to carry out its long-term plan of service;	5. annually prepares and publishes a board-approved, written budget, which enables the library to address the community's needs, as outlined in the library's long-range plan of service;
6. periodically evaluates the effectiveness of the library's collections and services in meeting community needs;	6. periodically evaluates the effectiveness of the library's programs, services and collections to address community needs, as outlined in the library's long-range plan of service;
7. is open the following scheduled hours: see below	7. is open the following scheduled hours: (see below)
8. maintains a facility to meet community needs, including adequate space, lighting, shelving, seating, and restroom;	8. maintains a facility that addresses community needs, as outlined in the library's long-range plan of service, including adequate space, lighting, shelving, seating, power and data infrastructure, and a public restroom;
	9. provides programming to address community needs, as outlined in the library's long-range plan of service;
9. provides equipment and connections to meet community needs including, but not limited to a	10. provides a circulation system that facilitates access to the local library collection and other

telephone, photocopier, telefacsimile capability, and microcomputer or terminal with printer, to provide access to other library catalogs and other electronic information;	library catalogs; and provides equipment, technology, and internet connectivity to address community needs and facilitate access to information;
10. distributes printed information listing the library's hours open, borrowing rules, services, location and phone number; and	11. provides access to current library information in print and online, facilitating the understanding of library services, operations and governance; information provided online shall include the standards referenced in paragraphs (1) through (5) of this subdivision;
11. employs a paid director in accordance with the provisions of section 90.8 of this Part.	12. employs a paid director in accordance with the provisions of section 90.8 of this Part; (see below)
	13. provides library staff with annual technology training, appropriate to their position, to address community needs, as outlined in the library's long-range plan of service; and
	14. establishes and maintains partnerships with other educational, cultural or community organizations which enable the library to address the community's needs, as outlined in the library's long-range plan of service.

Population	Minimum Weekly Hours Open
Up to 500	12
500 - 2,499	20
2,500 - 4,999	25
5,000 - 14,999	35
15,000 - 24,999	40
25,000 - 99,999	55
100,000 and above	60

Population	Minimum Education Requirements for Library Directors	
	<i>Member of a Public Library System</i>	<i>Not a Member of a Public Library System</i>
Below 2,500	No requirement.	No requirement.
2,500 to 4,999	2 academic years of study at an approved college or university.	A bachelor's degree from an approved college or university.
5,000 to 7,499	A bachelor's degree from an approved college or university.	A public librarian's professional certificate.
7,500 or more	A public librarian's professional certificate.	A public librarian's professional certificate.

For more information on Minimum Standards for New York's public libraries, contact your public library system, visit the New York State Library web site or contact the Division of Library Development.



The University of the State of New York • The State Education Department
 New York State Library • Division of Library Development
 Cultural Education Center, Room 10B41, Albany, NY 12230-0001
 Telephone: (518) 474-7890; <http://www.nysl.nysed.gov/libdev/>

Revised 7/25/2019

Kanopy Renewal

Canopy capped quote for 2020-21	\$24,000
Estimated pay as you go charges for 2020-21:	\$19,200
Actual amount of capped charge for 2019-20	\$ 5,600

Monthly use for 2019-20

2019	
November	518
December	729
2020	
January	925
February	808
March	1242
April	1883
May	1637
June	1356
July	1527
August	1341
September	1326
October	1150
total	13292

**RESOLUTION NO. 2002
Adopted October 13, 2020**

**HONORING MRS. POLLY HARTMAN
FOR HER MANY YEARS OF SERVICE TO
THE FRIENDS OF BETHLEHEM PUBLIC LIBRARY**

WHEREAS, Bethlehem Public Library, within its charter, maintains the power and authority to adopt such ordinances and resolutions as it shall deem proper in the exercise of its powers; and

WHEREAS, Bethlehem Public Library has been grateful for the service of Polly Hartman as a volunteer and an officer of the Friends of Bethlehem Public Library since 2009; and

WHEREAS, Mrs. Hartman was recently recognized by the Upper Hudson Library System as 2019 Volunteer of the Year; and

WHEREAS, Mrs. Hartman has worked tirelessly to organize and promote some of the Friends' biggest fundraising efforts, including the annual bus trip to Glimmerglass Opera, and is first in line to help out at library and Friends events; and

WHEREAS, Bethlehem Public Library desires to recognize, honor and thank Mrs. Hartman, who is currently serving as Vice President of the Friends for the work she has done and continues to do for the betterment of the library;

NOW, THEREFORE, BE IT RESOLVED, that Bethlehem Public Library extends its most heartfelt congratulations to Polly Hartman for being honored as UHLS Volunteer of the Year.

BE IT FINALLY RESOLVED, that this Resolution shall be entered into the Bethlehem Public Library minutes, and a certified copy containing the library seal be given to Mrs. Hartman in evidence of Bethlehem Public Library's admiration and gratitude for her service.

Geoffrey Kirkpatrick,
Library Director



Mark Kissinger,
Board President



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.	3000069759172.2	Sales Rep	Quinlan Mccarthy
Total	\$18,637.60	Phone	(800) 456-3355, 80000
Customer #	14122520	Email	Quinlan_Mccarthy@Dell.com
Quoted On	Sep. 28, 2020	Billing To	TONYA CHOPPY
Expires by	Oct. 28, 2020		BETHLEHEM PUBLIC LIBRARY
			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,
Quinlan Mccarthy

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
Dell Latitude 5510	\$1,686.05	10	\$16,860.50
Dell Dock- WD19 130w Power Delivery - 180w AC	\$177.71	10	\$1,777.10

Subtotal:	3 \$18,637.60
Shipping:	\$0.00
Non-Taxable Amount:	\$18,637.60
Taxable Amount:	\$0.00
Estimated Tax:	\$0.00

Total:	\$18,637.60
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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

Dell Latitude 5510	\$1,686.05	Qty 10	Subtotal \$16,860.50
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Estimated delivery if purchased today:
Nov. 20, 2020
Contract # C000000005000
Customer Agreement # PM20820/1000041162

Description	SKU	Unit Price	Qty	Subtotal
Latitude 5510 BTX Base	210-AVCS	-	10	-
10th Generation Intel® Core™ i7-10610U (4 Core, 8M cache, base 1.8GHz, up to 4.9GHz, vPro)	379-BDVJ	-	10	-
Win 10 Pro 64 English, French, Spanish	619-AHKN	-	10	-
No Microsoft Office License Included – 30 day Trial Offer Only	658-BCSB	-	10	-
Intel UHD Graphics 620 with Displayport over Type-C for i7-10610U	338-BUSH	-	10	-
Intel vPro Active Management Technology (for vPro CPU, vPro Capable)	631-ACKU	-	10	-
16GB, 1x16GB, DDR4 Non-ECC	370-AFEE	-	10	-
M.2 256GB PCIe NVMe Class 35 2230 Solid State Drive	400-BIKC	-	10	-
LCD back cover for Non-Touch Latitude 5510, WLAN+WWAN Capable, Carbon Fiber Reinforced Polymer	320-BDRH	-	10	-
RGB Cam/Mic Bezel with Dell Privacy Shutter	325-BDRC	-	10	-
15.6" FHD WVA (1920 x 1080) Anti-Glare Non-Touch, 220 nits	391-BEZZ	-	10	-
Dual Pointing with Touch Fingerprint Reader, Contacted Smart Card Reader	346-BFYI	-	10	-
Dual Pointing Backlit US English Keyboard	583-BFBO	-	10	-
Wireless Intel AX201 WLAN Driver	555-BFRG	-	10	-
Intel Dual Band Wi-Fi 6 AX201 2x2 802.11ax 160MHz + Bluetooth 5.1	555-BFNI	-	10	-
No Mobile Broadband Card	556-BBCD	-	10	-
4 Cell 68Whr ExpressCharge Capable Battery	451-BCKB	-	10	-
E5 65W 7.4mm Lot 6 PCR EPEAT, Liteon	492-BCWY	-	10	-
No Anti-Virus Software	650-AAAM	-	10	-
OS-Windows Media Not Included	620-AALW	-	10	-
E5 US Power Cord	450-AAEJ	-	10	-
5510 Quick Start Guide for Windows 10, Ubuntu	340-CPPF	-	10	-
US Order	332-1286	-	10	-
SERI Guide (ENG/FR/Multi)	340-AGIK	-	10	-
Fixed Hardware Configuration	998-DZQH	-	10	-
Regulatory Label, FCC	389-DPGZ	-	10	-
SupportAssist	525-BBCL	-	10	-

Dell(TM) Digital Delivery Cirrus Client	640-BBLW	-	10	33	-
Dell Client System Update (Updates latest Dell Recommended BIOS, Drivers, Firmware and Apps)	658-BBMR	-	10		-
Waves Maxx Audio	658-BBRB	-	10		-
Dell Power Manager	658-BDVK	-	10		-
Dell SupportAssist OS Recovery Tool	658-BEOK	-	10		-
Dell Optimizer	658-BEQP	-	10		-
Dell Latitude 5510 SRV	658-BESB	-	10		-
Direct Ship Info	340-AAPP	-	10		-
Smart Select MIN SHIP (DAO/BCC)	340-CQGD	-	10		-
Intel Core i7 Label for vPro	340-CPOZ	-	10		-
No Option Included	340-ACQQ	-	10		-
No Mouse	570-AADK	-	10		-
No Resource DVD / USB	430-XXYG	-	10		-
ENERGY STAR Qualified	387-BBNO	-	10		-
Smart Selection Shipment (S)	800-BBQI	-	10		-
EAN label	389-BKKL	-	10		-
No Removable CD/DVD Drive	429-AATO	-	10		-
Latitude 5510 Bottom Door	321-BFIZ	-	10		-
No AutoPilot	340-CKSZ	-	10		-
EPEAT 2018 Registered (Gold)	379-BDZB	-	10		-
Dell Limited Hardware Warranty Extended Year(s)	975-3461	-	10		-
Dell Limited Hardware Warranty	997-8317	-	10		-
ProSupport Plus: Next Business Day Onsite, 1 Year	997-8366	-	10		-
Thank you for choosing Dell ProSupport Plus. For tech support, visit www.dell.com/contactdell or call 1-866-516-3115	997-8367	-	10		-
ProSupport Plus: 7x24 Technical Support, 3 Years	997-8380	-	10		-
ProSupport Plus: Next Business Day Onsite, 2 Year Extended	997-8381	-	10		-
ProSupport Plus: Keep Your Hard Drive, 3 Years	997-8382	-	10		-
ProSupport Plus: Accidental Damage Service, 3 Years	997-8383	-	10		-
Client ProSupport Plus Asset Label without Company Name	365-0896	-	10		-
CFI,Information,VAL,CHASSISDEF,Factory Install	377-8262	-	10		-

			Qty		Subtotal
Dell Dock- WD19 130w Power Delivery - 180w AC		\$177.71	10		\$1,777.10

Estimated delivery if purchased today:
Oct. 06, 2020
Contract # C000000005000
Customer Agreement # PM20820/1000041162

Description	SKU	Unit Price	Qty	Subtotal
Dell Dock- WD19 130 PD	210-ARIQ	-	10	-
Advanced Exchange Service, 3 Years	824-3984	-	10	-
Dell Limited Hardware Warranty	824-3993	-	10	-

Subtotal:	\$18,637.60
Shipping:	\$0.00
Estimated Tax:	\$0.00

Total: ~~34~~\$18,637.60

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.

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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.

Customer agrees to accept delivery of its order within a reasonable amount of time from when the order is shipped.

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This four-part series presented by Giacomo Calabria will examine our Puritan-founded history, our Constitution, our representative democracy, and the tyranny of the majority as captured by Alexis de Toqueville's titular book.

**Virtual program; sign up online.*

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COFFEE



CONVERSATION

FRIDAYS • 1PM

October 16

**The Men Who Built America:
The New Machine**

In this final episode of the History Channel mini-series we see the introduction of the gas-powered car.

October 23

**Getting Started with
Your Family History**

Genealogist Lisa Dougherty will offer tips for conducting and organizing your research.

..... **Continued on the back**

* Coffee and Conversation now takes place on Zoom. Log in online to enjoy a presentation followed by time to chat and ask questions. Visit the online calendar at bethlehem.librarycalendar.com to sign up.



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COFFEE AND CONVERSATION

Continued from the front

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October 30

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Local historians Michael Catoggio and Bill Schilling share their research on the Swing Era in the Capital Region.

November 6

Shipwrecks!

Learn about underwater and maritime archaeology, and explore what these amazing sites can tell us about the past with Dr. Daria Merwin of the New York State Museum.

November 13

A Glimpse at Fort Orange

Learn about the everyday objects the Dutch brought with them to the area following Henry Hudson's famous voyage of 1609 with Dr. Michael Lucas, Curator of Historical Archaeology at the New York State Museum.



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October 22

Leonard Bernstein

America's most well-known composer, conductor, and Emmy Award-winning music educator had a wide ranging career across many genres of music.

November 19

Aaron Copland

Born to a Russian immigrant family, 120 years ago this month, Copland established a compositional style recognized as the authentic voice of American concert music.

**Virtual program; registration required. Visit www.bethlehempubliclibrary.org and click on the "Calendar" tab to find this event and sign up.*

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