

Brooks Free Library Board of Trustees

Wednesday, August 8, 2018 - 7 pm
Thornton Room, Brooks Free Library
739 Main St., Harwich MA 02645

Agenda

1. Call to Order/Attendance
2. Approval of Minutes of July 11, 2018
3. Public Comment
4. Reports:
 - a. Chairman
 - b. Library Director
 - c. Building & Grounds Committee
 - d. Liaison from Board of Selectmen
 - e. Friends of Brooks Free Library
5. Correspondence:
6. Old Business:
 - a. Update on Exterior Preservation Project
7. New Business:
 - a. Vote to Accept Monetary Donations
 - b. Potential Closing for the Harwich Cranberry Arts & Music Festival
 - c. Discussion of goals for upcoming year
 - d. Library Director's performance evaluation
8. Trustee Reports and Requests for Next Meeting's Agenda
9. Upcoming Meetings/Events
 - a. Brooks Free Library Board of Trustees – Wed., September 12, 2018 - 7 pm – Brooks Library
10. Adjournment

Authorized posting officer

Virginia A. Hewitt

Brooks Free Library

Posted by

Town Clerk's Office

Agenda submitted electronically to Town for posting. The full packet - Agenda, Minutes & Reports – is available on the Trustee section of Library website,
<https://www.brooksfreelibrary.org/brooks-free-library-board-of-trustees/>.

** Per the Attorney General's Office: Boards/Commissions may hold an open session for topics not reasonably anticipated by the Chair 48 hours in advance of the meeting following "New Business."*

If you are deaf or hard of hearing or are a person with a disability who requires an accommodation, contact the Library at 508-430-7562 or brooksfreelibrary@clamsnet.org.

Brooks Free Library Board of Trustees

Wednesday, July 11, 2018 - 7 pm
Thornton Room, Brooks Free Library
739 Main St., Harwich MA 02645

DRAFT Minutes

1. Call to Order/Attendance: Chair Mary Warde called the meeting to order at 7:01 p.m. JoAnne Brown, Jeannie Wheeler, Joan McCarty, Kathleen Remillard, Ann Emerson, and William Crowell were present along with Library Director Virginia Hewitt and Assistant Director Emily Milan.
2. Approval of Minutes of June 20, 2018: JoAnne Bown made a motion to approve the minutes of June 20, 2018. The motion was seconded by Jeannie Wheeler. The motion passed unanimously.
3. Public Comment: none
4. Reports:
 - A. Chairman: The Chairman reported that she was contacted by the Chair of the Friends of Brooks Free Library, Clarice Brown, who stated that the Friends would like to make some improvements to the Thornton Meeting Room and the basement lobby-. They hope to enclose the front corners of the room for closet, replace window treatments, and paint the room. The plan also includes the addition of a storage space and coat closet in the basement lobby. After brief discussion, the board agreed that the proposed improvements sound beneficial. All plans will need to be reviewed by the Facilities Manager and the Board before moving forward with construction.
 - B. Library Director: As reported in the written report, the new library website launched this past week. Ms. Hewitt and Ms. Milan briefly reviewed the process for the development of the new website and the successful launch. Ms. Hewitt also informed the Board that they will receive packets which will need to be completed in order to begin receiving their annual stipends.
 - C. Building & Grounds Committee: Annual preventative maintenance on the painting of the library addition will begin in the next few weeks. Facilities Manager Sean Libby has contracted with Jack Sullivan.
 - D. Liaison from Board of Selectmen: none
 - E. Friends of Brooks Free Library: none
5. Correspondence: none
6. Old Business:
 - A. Update on Exterior Preservation Project: Ms. Hewitt also discussed recent progress on the exterior preservation project with the installation of the construction fence and the scaffolding this week.

B. Update on Generator Installation: This past Monday the contract for the generator was signed by the Board of Selectmen. Work is unlikely to begin until September.

7. New Business:

A. Vote to Accept Monetary Donations: none

B. Discussion of goals for upcoming year: The Chair proposed postponing the discussion of upcoming goals and incorporating that discussion into the Library Director's performance evaluation.

C. Library Director's performance evaluation: Ms. Hewitt distributed a packet including the paperwork needed to complete her annual review. The Chair requested the Board return the packets to her at or before the August Board meeting. Board feedback should include discussion on goals for the upcoming year.

8. Trustee Reports:

9. Upcoming Meetings/Events

A. Selectmen's Annual Meeting with Non-Resident Taxpayers – Mon., Aug. 6, 2018 – 6:30 pm at Town Hall

B. Brooks Free Library Board of Trustees –Wed., August 8, 2018 - 7 pm – Brooks Library

10. Adjournment: JoAnne Brown made a motion to adjourn and Jeannie Wheeler seconded. The motion passed unanimously and the Chair adjourned the meeting at 8:08 p.m.

Library Director's Report
August 2, 2018

Exterior Preservation Project

The exterior preservation project is now underway. A construction fence has been erected and the subcontractor finished installing the scaffolding last week. Campbell Construction, the general contractor, has done some selective wood removal to test for rotted wood and a subcontractor has started work on the stripping.

Exterior Painting of 1998 Addition

After power washing the building, Jack Sullivan Painting is finishing painting the Main St. side of the 1998 addition. This work is part of the decades-old Library's annual preventive maintenance painting program, now funded in the DPW's facilities maintenance budget. It's not part of the historic preservation project.

Non-Resident Taxpayers Meeting

The Board of Selectmen will hold their Annual Non-Residents Taxpayers Meeting on Monday, August 6 at 6:30 pm at Town Hall.

Pedestrian Safety

Staff members submitted a follow-up to my April 26th letter to Traffic Safety Committee (copy of letter included in your packet), Dept of Public Works and the Police Chief asking for some immediate steps to be taken this summer to lessen the risks to those using the crosswalks at the Oak St/Main St intersection and the Bank/Main St intersection. The DPW Director immediately responded, agreeing to install some pedestrian warning signs in the roadway.

I noticed the Selectmen's agenda for August 6th includes the subject "Crosswalks at the Library" under the Town Administrator's Report so I forwarded a copy of my April 27th letter so it can be included in the packet. I will be at the meeting to discuss our concerns.

Update on the Rogers Groups Project

Conservator Francis Miller conducted a two day site visit last week as part of his assessment of the Rogers Groups, which is funded by the Community Preservation Act funds. As part of Phase I of this project he will document the condition of each piece and provide us with a written Conservation Treatment Plan. Once that plan is completed we will contract with a conservator to do the actual conservation work.

"Library Ecosystem" study

This month Assistant Director Emily Milan and I attended the Mass. Board of Library's Commissioner's forum in Plymouth where they presented their report on library consortiums in the state and obtained feedback from the library community. They plan to use the results of this assessment, which documents how libraries and consortiums work cooperatively and support each other by sharing collections and resources, in seeking additional funding from the legislature. The study included data on services, programs, facilities and other measures of use. It's worth noting that Brooks Free Library's rating was the highest in the CLAMS consortium.

Live Burn and Salvage Workshop

This month I was very fortunate to participate in a two-day Live Burn and Salvage exercise at the Mass. State Fire Academy in Stow, MA. This was the first of its kind practical exercise and was the conclusion of the six part "Finding Common Ground" series on disaster response for members of the cultural heritage community, first responders and emergency planners.

Trustee Orientation

A reminder that the Mass. Board of Library Commissioners will be holding a meeting for new and not-so-new Trustees on Thurs., October 11th from 6 to 8 pm at Eldredge Library in Chatham. You can register at <https://mblc.libcal.com/event/4283659?hs=a> or let staff know and we'll register for you.

Respectfully submitted,

Virginia A. Hewitt
Library Director

Library set

Brooks Free Library

739 Main St. Harwich MA 02645
508-430-7562, email: vhewitt@clamsnet.org
www.brooksfreelibrary.org

Gerry Beltis, Chairman
Traffic Safety Committee
Town of Harwich
732 Main St.
Harwich MA 02645

April 26, 2018

Dear Mr. Beltis:

Library staff members have asked me to convey our concern regarding the safety of pedestrians using the crosswalks adjacent to Brooks Free Library. The parking lots are often full at peak times of day during the off-season and patrons have to park across the street at Brooks Park and behind Town Hall. During the summer demand for parking increases and our parking lots are full for longer periods of the day. To provide more parking for patrons, staff members are asked to park off-site during the summer. This means that we are personally aware of the difficulty in safely crossing Main St. (Rt. 39) as we have experienced it ourselves rather than just receiving reports from patrons about it. I have attached a Google map of the area with the problematic crosswalks highlighted.

The intersection at Main St. and Oak St. has two crosswalks. The one connecting Brooks Park to the west side of Oak St. is especially dangerous because the park is curved at that edge. There is no "corner." The crosswalk starts some feet from where the corner would be and it crosses Oak St at a diagonal. Drivers coming east on Rt. 39 cannot see anyone in the crosswalk until they are already into their turn. Because of the width of that "corner" drivers often take it at a higher rate of speed than they should. The situation is especially dangerous for pedestrians crossing from Brooks Park. Their backs are to the vehicles approaching from the east. They cannot see that a car coming from behind them is about to turn onto Oak St. so they're not prepared to jump out of the way. Compounding the problem pedestrians in the crosswalk aren't visible to drivers until they have already started to turn onto Oak St.

The crosswalk crossing Main St. at the Oak St. intersection is also problematic. The speed of traffic along Main St. is often excessive. Drivers coming east through have to go slower at the start of Harwich Center because of the congested area of shops and restaurants and on-street parking for a block or so. By the time drivers pass Bank St., however, they sense a wide open area ahead and start accelerating. On the flip side, drivers coming west on Rt. 39 from East Harwich do not realize they are entering a congested village area when they reach Brooks Park, so they don't start to slow down. They are unprepared for pedestrians in the crosswalks. Traffic is entering Main St. from Oak St. on their right as they approach Harwich Center and just past the Library, one block up, vehicles are entering Main St. from Bank St. There is a lot of movement and activity, and drivers are trying to get their bearings. They often blow right past pedestrians who are already in the crosswalk. In addition to the speed of traffic and the apparent inability of drivers to notice pedestrians in the crosswalk, the south side of this crosswalk is problematic because there is a telephone pole right before the crosswalk. The view of drivers coming east on 39 – the side the pedestrian is standing on – is blocked by the pole. They cannot see the pedestrian standing there. To get drivers to see them and stop the pedestrian has to step into the roadway. This is not safe, and this is how many near-accidents occur.

We have witnessed a number of car accidents right in front of the Library over the years, though most have been relatively minor. There are frequent near misses between cars turning onto or exiting Oak St

and cross traffic on Rt. 39. While the vehicle accidents are a concern, our primary concern is with pedestrians at this intersection. In addition to the close calls we have seen from our windows, every staff member has personal experience with almost being hit – most of us have multiple stories of having narrowly escaped serious injury. In fact, a regular joke among staff members is that when we are hit crossing the street we want to be sure it's recorded as a workers comp injury or death so that we or our families receive the highest compensation possible. I very much appreciate that staff members comply with the request that they park across the street to leave space in our lot for patrons, and I'm especially grateful that they do so when many justifiably feel that they are taking their life in their hands trying to cross the street.

The crosswalk at the top of Bank St. is another safety concern. The opening is so wide that it is very dangerous to cross. Pedestrians crossing from west to east have their backs to vehicles approaching from behind them and turning on to Bank St. Because the turn is so wide, drivers do not slow down. With vehicles entering and exiting the gas station adding to the movement in this area, they often do not notice someone in the crosswalk or waiting to enter the crosswalk. Drivers coming west on Main St. making a left hand turn onto Bank St. also seem not to notice pedestrians in the crosswalk as they see an opening in traffic and quickly hit the accelerator to make their turn onto Bank St. The same can be said of drivers attempting to turn from Bank St. onto Main St., whether turning left or right. They line up on the hill in a double line, which may or may be permitted. They are watching traffic and looking for an opening and they don't even realize someone is in the crosswalk and about to step in front of them.

Staff members know the dangers with crossing Bank St., Main St and Oak St. They utilize the crosswalks and are exceedingly cautious. We worry greatly, however, about the general public who don't make those crossings on a regular basis and aren't aware of the problems. We are worried about the safety of parents with multiple toddlers and young children in tow trying to cross and seniors and those with mobility issues who may not be able to get out of the way in time. Tweens and teenagers coming to and from the High School and Community Center are also a concern. Many are chatting and enjoying the company of their friends, and they may not be as observant or cautious in crossing the street.

We also wanted to make the Committee aware that we often notice vehicles passing stopped school buses that are dropping children off at the library. We hear the buses honk at cars passing while they have their stop signs out several times a week. The buses are always headed west on Main and are stopped in the middle of the block.

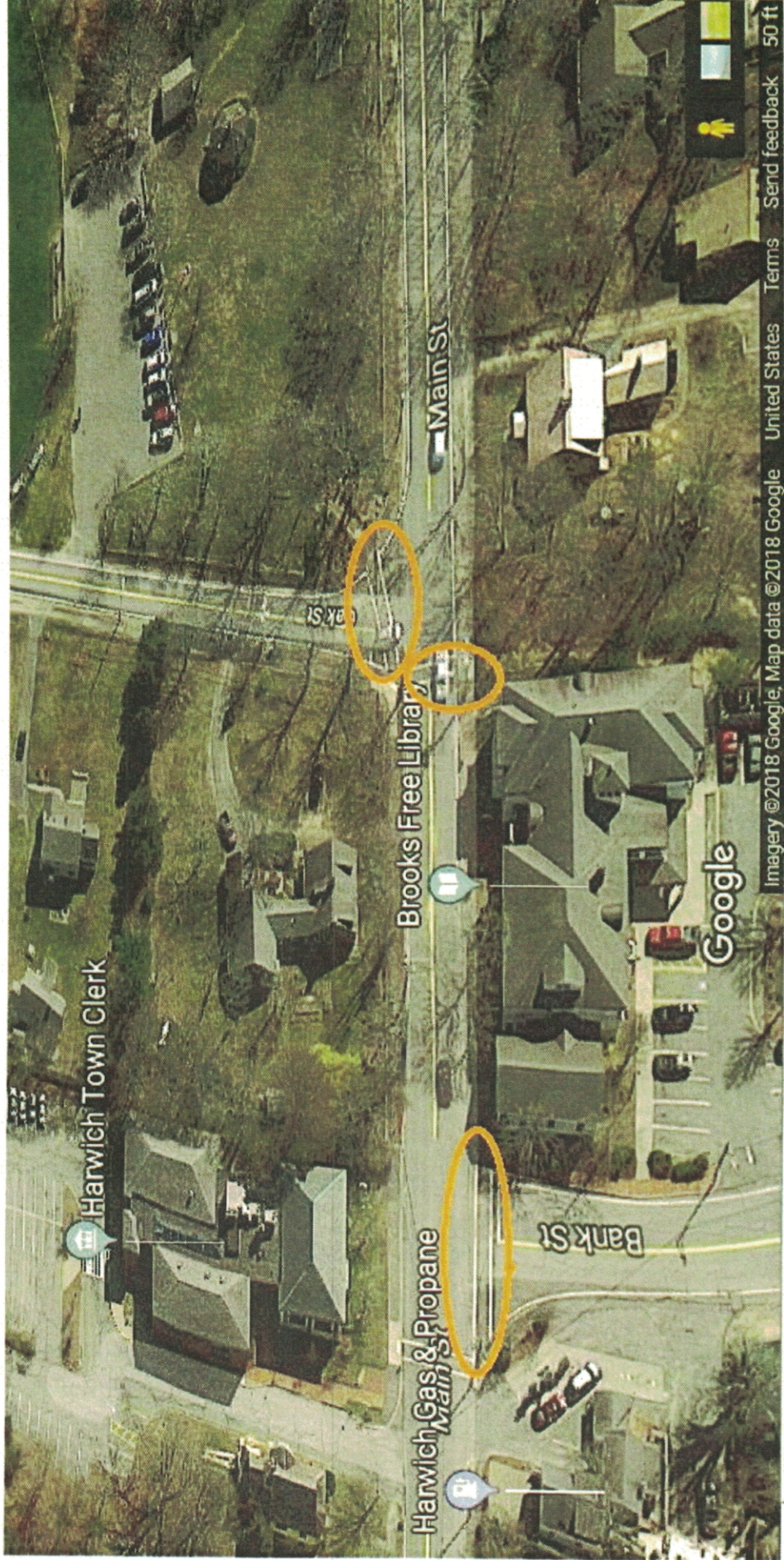
We would appreciate it if the Traffic Safety Committee could look into these safety concerns and obtain whatever technical assistance is needed to develop recommendations and fund improvements. Over the years various suggestions have been made regarding traffic calming measures, the addition of stop signs, relocating or re-positioning crosswalks, etc. both separately and as a part of the several cycles of the Harwich Center Initiative. As activity at the Library, Community Center and Monomoy Regional High School has grown, however, the problem has continued to worsen. We are seeking your assistance in developing a plan of action of short-term immediate steps that can be taken and longer term improvements that will require the permission of other authorities as well as additional funding.

Please let us know if additional information is needed.

Sincerely,



Virginia A. Hewitt
Library Director



Harwich Town Clerk

Harwich Gas & Propane
Main St

Brooks Free Library

Main St

Bank St

Bank St

Google

Imagery ©2018 Google, Map data ©2018 Google, United States Terms Send feedback 50 ft

To: Chief of Police, Traffic Safety Committee, Highways Department Director

CC: Town Administrator, Board of Selectman

From: Jennifer Pickett, Reference Librarian and the staff of Brooks Free Library

RE: Unsafe crosswalks – immediate action requested

Date: July 27, 2018

The staff here at the library feel that the crosswalks that connect Brooks Free Library with Brooks Park and with Town Hall are both very unsafe. As library staff we park at the Brooks Park or Town Hall lot throughout the summer and thus we must cross Main Street on these crosswalks twice a day. Most of us have been very close to being hit more than once due to the poor location of the crosswalks themselves, the fact that the cars are often traveling at such a high rate of speed and it is hard for them to stop and/or their visibility is impaired by telephone poles etc.

Our patrons (who are often children or frail elders) have also reported difficulty crossing the street to get into the library in the summertime. We also frequently hear the screeching of car brakes while we are working and one time I unfortunately heard a crash directly following the screeching brakes.

Further study of these crossing areas is clearly needed but until a long-term solution is found, we are asking for a barrel or other 'in-street sign' to be placed in the middle of the two crosswalks on Main Street as soon as possible. Something is needed immediately to draw attention to the crosswalks themselves to prevent a serious accident from happening this summer.



Here is an example:

Crash Site

Respectfully submitted,

Jennifer Pickett *L. Kelly* *Suzanne Martell*
Emily [unclear] *Pamela Paine* *Dorothy Herford*
Jane [unclear] *[unclear]* *Jane Clingen*
Amelia Milar *Ann [unclear]* *Maya Dren*
Catherine Howard *[unclear]* *Sue [unclear]*

FY18 Budget Balances
7.31.2018

AREA OF EXPENDITURE	Appropriated Amt	Spent	Remaining Balance	Percent Spent
Advertising	\$160.00	\$0.00	\$160.00	0%
Dues, Subs & Travel	\$3,500.00	\$0.00	\$3,500.00	0%
Educational Supplies	\$152,725.00	\$11,560.87	\$141,164.13	8%
Electric	\$32,500.00	\$2,543.63	\$29,956.37	8%
Employee Fringe Benefits	\$393.00	\$0.00	\$393.00	0%
Gas	\$11,980.00	\$0.00	\$11,980.00	0%
Library Supplies	\$12,600.00	\$409.64	\$12,190.36	3%
Maintenance & Repair	\$5,600.00	\$0.00	\$5,600.00	0%
Office Supplies	\$5,650.00	\$45.44	\$5,604.56	1%
Professional & Tech	\$47,977.00	\$39,621.61	\$8,355.39	83%
Water	\$1,026.00	\$0.00	\$1,026.00	0%
Total Library Expenses	\$274,111.00	\$54,181.19	\$219,929.81	20%
Wages & Salaries	\$669,740.91	\$39,786.72	\$629,954.19	6%
TOTAL	\$943,851.91	\$93,967.91	\$849,884.00	10%

Reference Librarian's Report to Trustees
August 2, 2018

Collection Developments:

The massive shift of the adult non-fiction books is underway. All the books in the 900's have been moved to the area near the reference desk. It will take some time to fully shift the rest of the collection- thousands of books will have been moved by the time we are done. The overall goal is more efficient use of space and a better design/layout. We really need to create more space for those areas of the collection that are growing and I hope this layout will serve our needs for a long time. The reference section has been reorganized and the genealogy section has been integrated into reference. Our oldest books (those published before 1900) and fragile books have been relocated to the staff room upstairs for their own protection and are still available for in-library use only. In the past fiscal year 2629 items have been withdrawn from these collections and 949 new books have been added.

Harwich Annual Town reports and Harwich Oracle projects:

Both of these projects will be getting underway in the next few weeks. I just received word that someone from the Boston Public Library will be coming down to pick up our collection of annual town reports on August 14. They have agreed to take the entire collection at once (my request was technically over the page limit that they usually take on at one time) so I am very happy they will all be going off to the BPL for digitization. I will let you know when I am given a timeline for their return as well as when the final product will be available online.

We have ordered the archival boxes that are needed for us to safely get the Harwich Oracle newspapers ready for their delivery so they can be digitized. We will do a second and final inventory before gently placing them in labeled boxes.

Advocacy efforts behind the scenes:

I have been writing emails to a few contacts at the MA Department of Revenue over the past few years offering my assistance with their tax form distribution program. The IRS program actually works fairly well most years but the state has never implemented an actual 'program' - they just seem to mail every library a box of forms every year which results in a lot of waste and shortages across the state. This past season was the worst ever in terms of not being able to meet the needs of our patrons with the forms they need for state forms. I finally got a response just a few weeks ago to an email I had written on May 1st. The people from the DOR asked me a lot of questions about the library networks and we had a few emails back and forth and in the end the DOR put out a survey to all libraries in MA about their tax form needs. I hope to keep communication open with them so they can improve their distribution practices.

MLS put out a 'Request for information' recently for emerging online products - for more info see my March report to trustees. I passed this info onto Bill Killroy of VFO. It took some effort on my part but I was able to convince him to submit something to MLS. The goal here is to enable

a 'group buy' of VFO products like Zoomtext and Jaws for libraries in MA to bring the cost down for all libraries.

Traffic Safety: (see letter attached)

I wrote a brief letter that most of the staff also signed regarding my concerns with the unsafe crosswalks from the library to town hall and Brooks park. I was very grateful for the prompt response from Lincoln Hooper, DPW director who has ordered the sign I suggested and has already installed several new signs at the crosswalk going to Brooks park.

End of fiscal year reports:

I am enclosing my end of fiscal year reference reports as well as the statistics for our electronic resources.

Respectfully submitted,

Jennifer Pickett
Reference Librarian

To: Chief of Police, Traffic Safety Committee, Highways Department Director

CC: Town Administrator, Board of Selectman

From: Jennifer Pickett, Reference Librarian and the staff of Brooks Free Library

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Jeri [unclear] *Carey [unclear]* *Jeanne Clingen*
Amely Milan *Ann [unclear]* *Erin [unclear]*
Catherine Howard *[unclear]* *[unclear]*

Brooks Free Library Electronic Resources - Use Statistics - FY 2018

Brooks Products

Ancestry Library Edition: 6,382 searches, 5,336 citations and text

Heritage Quest: 1,298 searches, 1,229 citations and text

Newsbank: 2320 documents viewed, 2059 searches performed

Lynda.com: 62 Logins, 375 total views, 41 active users

Consumer Reports: 6,770 page views, 540 logins

Flipster: 596 online views, 787 Downloads (we owned 34 titles)

Hoopla: 925 checkouts; 181 Movies, 353 Audiobooks, 215 ebooks, 80 music, 45 television, 51 Comic

Freegal: 176 downloads – we dropped this product after these downloads were used

CLAMS products

Novelist: 217 sessions, 665 searches, 1272 abstracts

Overdrive: 19,677 (14,605 ebooks, 5,072 eaudiobooks)

State products

Gale Databases: 1,519 sessions, 139 full text retrievals, 165 retrievals, 3,464 searches

Boston Globe (Proquest): 32 searches, 27 retrievals

Encyclopaedia Britannica: 25 sessions, 7 docs viewed

Axis 360 (CEC): 1133 total checkouts (817 ebooks, 316 audiobooks)

EBL (CEC product, ebooks): 5

Biblioboard (CEC product, ebooks): 1

Reference Statistics FY2018 - July 1, 2017 - June 30, 2018

From Daily Reference Tally Sheets

	TOTAL	Help with in-house Computers	Ebook/Tech Help	VITAL time spent
July 2017	357	50	41	2 hr
August	321	78	27	2 hr
September	288	43	15	3 hr 35 min
October	244	58	15	3 hr
November	336	40	23	2 hr
December	287	47	32	2 hr 55 min
January 2018	387	35	12	1 hr 45 min
February	450	38	16	3 hr 5 min
March	398	40	25	2 hr 10 min
April	323	42	27	2 hr 5 min
May	388	62	33	3 hr 5 min
June	438	48	27	2 hr 45 min
Total	4217	581	293	30 hr 25 min

4217 total questions of which 581 were computer help (any kind of assistance using our computers not including printing) and 293 ebook/tech help which includes helping someone with their device as well as ebook help. 1092 of our total requests were help with printing. A total of 47% of our total reference questions involved helping someone with 'technology'

We had a total of 239 questions related to tax forms.

We requested 8 articles via BPL's Illiad service.

We requested 58 items via the MLS ILL system, 47 requests were filled.

Our patrons requested 1309 items (1003 requests were filled) in the Commonwealth Catalog. 194 of those requests were entered by staff. We loaned 420 of our items.

The evening book group had 116 people attending. Several long term members moved away or died this year but we are still picking up new people and we continue to get a good mix of men and women. We moved the voting for titles to Sept. in 2018 as attendance at Jan meetings is always low.

Three weekly reference surveys were done the week of August 9 (484 questions), February 20 (425 questions), May 21(280 questions). An average of 10 sessions a week was logged for the word processing computer and the research/ancestry computer also averaged 10 sessions/wk

Staff Librarian's Report
August 2, 2018

Activities Over The Past Month

During the past month I have been attending the Harwich Farmers' Market with Melissa Stello at the Brooks Academy Museum. Each Thursday from 3 p.m. to 6.p.m. we set up our pop-up library for market customers to visit. This is our second year at the Farmers' Market and I am happy to report that we have had a very positive reception from everyone who stops at the table. Each Thursday, Melissa and I select new items from the Express Collection so there are fresh titles for patrons to choose from.

Patrons can check out books, movies, and other Library of Things items that we bring to the Farmer's Market. We also create new cards, and answer a wide range of questions. Recently, we have begun accepting returns as well. Tracking items that circulate at the market has been made easier by the use of our new mobile hotspot.

I have consolidated the majority of all tech into the basement server room and created a list of proposed surplus technology. If declared surplus by the Trustees, I intend to bring these items to Goodwill in Hyannis, which has previously recycled surplus technology for us.

Future Activities

I intend to look into purchasing mobile hotspots for staff use and for check out by patrons. This summer I have noticed a number of requests at the Circulation desk for this service. I also believe that it will be invaluable to library staff during outreach programs to have a stable wifi connection which will allow them to access the web version of our ILS.

Respectfully Submitted,
Emily Carta
Staff Librarian

Surplus Technology at Brooks Free Library

Type (PC, Printer, etc.)	Make/Model	Quantity
PC	Dell Optiplex 755	1
Monitor	Dell	6
PC	Dell Optiplex 390	2
PC	Dell Optiplex 3010	1
Chromebook	HP Chromebook	1
Printer	Dell 1110	1
Power Cord	Assorted PC power cables	5
Keyboards	Assorted keyboards	20
PC	Dell Optiplex 380	1
PC	Dell tower, unknown date	1
Monitor stand	Dell 2-in-1 stands	5