WARREN PUBLIC LIBRARY COMMISSION

One City Square, Warren MI 48093

AGENDA – REGULAR MEETING

September 27, 2012
7:00 p.m.

1. **Call to Order**

2. **Roll Call**

3. **Approval of Agenda**

4. **Approval of Minutes – Regular Meeting of June 28, 2012**

5. **Financial Reports**
   a. Monthly Line Item Budget Report
   b. Suburban Library Allocation Account

6. **Director's Report**
   a. Statistics/Output Measures
      - Unique Management report
      - Summer Reading Program Results
      - Branch by branch comparisons
   b. Projects
      - Beebe Street update
      - Burnette wall update
      - ICF chairs at Civic Center update
      - WCV Lights update
      - Completed projects: WAM Chair reupholstery, WCV Window Film, WCV Carpet repair
      - Carpet Cleaning completed at all branches
      - New website launched June 21, Social Media Team started September 18
      - SirsiDynix system moving to SaaS (down 2 days in November)
      - Burnette/Busch Renovation project timeline and RFP Draft
      - Security at Burnette (Guard and Cameras)

- Used computer sale
- Suspended projects: 3 Large monitors at WCV
- New priority projects: New light covers at WMB, RFID self check at WAM, self check upgrades at WCV, Tag station for WCV, projector and screen for WMB/WDB, WAM Circulation millwork desk cut, copy/fax machines at smaller branches
- Strategic Plan, Staffing audit, Computer equipment audit, policies review

c. Staffing Issues
    - MLA Conference attendance
    - Staffing changes (Koger resignation, Robertson reporting change, Corsi increased hours, Bieszka & Faba reclassification, LT posting, plan for work study students)
    - Staff training (City e-mail/calendar, OverDrive eBooks, Social Media, Evanced Calendar)
    - Director's Workshop attendance

d. Marketing/Outreach
    - Newsletter Revision
    - Van Dyke sign schedule
    - Warren City calendar
    - TV Warren PSAs/programming
    - National Library Card month promotion
    - Developing marketing checklist for programs
    - Library booth at Owen Jax Farmer's Market

e. Events
    - Upcoming Events: College Fair 9/27, Elmore Leonard 11/8, Holiday Party 12/20
    - New classes: Computer classes, e-reader petting zoo
    - Upcoming opportunities: Digital Bookmobile in Summer 2013, Library tent at 2013 Warren Birthday Bash

f. Discussion items
    - Pay raises for pages and subs
    - State Personal Property Tax issue

7. **Audience Participation**
8. **Action Items**
    a. 2013 Regular Meeting dates
    b. Purchase of a Dell laptop computers - $1,236.96
    c. Commission expired terms

9. **Friends of the Warren Public Library**

10. **S.L.C. Report – Frank Pasternak**

11. **Commissioner's Comments**

12. **Next Meeting Date – October 18, 2012**

13. **Adjournment**

SUMMARY STATEMENT OF BUDGET, EXPENDITURES, AND ENCUMBRANCES

CITY OF WARREN-LIBRARY

PERIOD 07/01/12 - 06/30/13

as of 9/07/2012

			BUDGETED	ADJUSTMENT	CURRENT BUDGET	YTD EXPENDITURE	YTD ENCUMBERED	YTD UNENCUMBERED	% REMAINING
9271	70300	APPOINTED OFFICIAL	91,911.00		91,911.00	15,554.17		76,356.83	83.08%
9271	70600	PERMANENT EMPLOYEES	1,084,088.00		1,084,088.00	223,298.47		860,789.53	79.40%
9271	70714	PERM. PART-TIME	321,056.00		321,056.00	36,177.26		284,878.74	88.73%
9271	70900	OVERTIME	23,857.00		23,857.00	2,479.64		21,377.36	89.61%
9271	71000	SHIFT PREMIUM	11,656.00		11,656.00	-		11,656.00	100.00%
9271	71302	EDUCATION ALLOWANCE	9,200.00		9,200.00	10,400.00		(1,200.00)	-13.04%
9271	71500	SOCIAL SECURITY	121,870.00		121,870.00	22,317.83		99,552.17	81.69%
9271	71900	EMPLOYEE INS.	232,091.00		232,091.00	31,301.27		200,789.73	86.51%
9271	71904	RETIREE HEALTH INS.	350,557.00		350,557.00	69,421.91		281,135.09	80.20%
9271	71905	H.S.A. EXPENSE	-		-	862.63		(862.63)	0.00%
9271	71906	SUPPL LIFE INSURANCE EXP	-		-	149.23		(149.23)	0.00%
9271	71907		-		-	2,044.26		2,044.26	0.00%
9271	72100	LONGEVITY	30,730.00		30,730.00	8,104.62		22,625.38	73.63%
9271	72200	RETIREMENT	513,529.00		513,529.00	83,045.97		430,483.03	83.83%
9271	72201	DEFINED CONTRIBUTION EXP	-		-	15,546.44		(15,546.44)	0.00%
9271	72400	COST OF LIVING	-		-			-	
9271	72700	OFFICE SUPPLIES	60,000.00		60,000.00	5,657.56	8,061.74	46,280.70	77.13%
9271	72702	COPY MACHINE EXP.	14,000.00		14,000.00	963.37	1,436.63	11,600.00	82.86%
9271	80100	CONTRACTUAL SERVICES	158,380.00		158,380.00	5,876.95	39,733.05	112,770.00	71.20%
9271	80117	COOPERATIVE SERVICES	175,000.00		175,000.00	30,516.50		144,483.50	82.56%
9271	80130	CO-OP SERVICES-INDIR AID	25,000.00		25,000.00	-		25,000.00	100.00%
9271	80200	POSTAGE	2,000.00		2,000.00	18.40	481.60	1,500.00	75.00%
9271	80301	UNEMPLOYMENT COSTS	2,300.00		2,300.00	2,209.95		90.05	3.90%
9271	82201	VIDEO CASS & TAPES	15,000.00		15,000.00	702.16		14,297.84	95.30%
9271	82202	LIBRARY CIRCULATING MAT	38,500.00		38,500.00	2,703.09		35,796.91	92.98%
9271	82207	PERIODICALS	17,000.00		17,000.00	-		17,000.00	100.00%
9271	85300	TELEPHONE	10,000.00		10,000.00	1,584.75		8,415.25	84.15%
9271	86100	MILEAGE	1,000.00		1,000.00	12.10		987.90	98.79%
9271	86300	AUTO EXPENSE	3,000.00		3,000.00	-		3,000.00	100.00%
9271	86400	CONFERENCES-WRKSHOP	2,000.00		2,000.00	115.00		1,885.00	94.25%
9271	90200	BOOK BINDING	200.00		200.00	-		200.00	100.00%
9271	91000	INSURANCE/BONDS	31,800.00		31,800.00	31,800.00		-	0.00%
9271	92000	PUBLIC UTILITIES	215,000.00		215,000.00	19,082.63		195,917.37	91.12%
9271	93000	REPAIRS & MAINTENANCE	138,000.00		138,000.00	4,527.49	37,658.76	95,813.75	69.43%
9271	95000	ADMINISTRATIVE COSTS	200,600.00		200,600.00	200,599.92		0.08	0.00%
9271	95804	LIB COMM. DUES & EXP	500.00		500.00	-		500.00	100.00%
9271	96401	REF TAX PD UND PROTEST	30,000.00		30,000.00	-		30,000.00	100.00%
9271	96470	BUILDING AUTHORITY BONDS	138,000.00		138,000.00	33.79		137,966.21	99.98%
9271	96850	ACCUMULATED SICK LEAVE	97,000.00		97,000.00	-		97,000.00	100.00%
9271	96855	ACCUMULATED COMP TIME	7,000.00		7,000.00	-		7,000.00	100.00%
9271	98000	OFFICE EQUIPMENT	57,470.00		57,470.00	60,277.47		(2,807.47)	-4.89%
9271	98200	BOOKS	285,000.00		285,000.00	24,330.81	326.29	260,342.90	91.35%
9271	99000	EST UNCOL TAXES	5,000.00		5,000.00	-		5,000.00	100.00%
		TOTAL	**4,519,295.00**	**-**	**4,519,295.00**			**3,523,969.81**	**77.98%**

SUMMARY STATEMENT OF BUDGET, EXPENDITURES, AND ENCUMBRANCES

CITY OF WARREN-LIBRARY

PERIOD 07/01/12 - 06/30/13

as of 8/01/2012

			BUDGETED	ADJUSTMENT	CURRENT BUDGET	YTD EXPENDITURE	YTD ENCUMBERED	YTD UNENCUMBERED	% REMAINING
9271	70300	APPOINTED OFFICIAL	91,911.00		91,911.00	4,949.05		86,961.95	94.62%
9271	70600	PERMANENT EMPLOYEES	1,084,088.00		1,084,088.00	83,046.01		1,001,041.99	92.34%
9271	70714	PERM. PART-TIME	321,056.00		321,056.00	15,648.63		305,407.37	95.13%
9271	70900	OVERTIME	23,857.00		23,857.00	-		23,857.00	100.00%
9271	71000	SHIFT PREMIUM	11,656.00		11,656.00	2,454.50		9,201.50	78.94%
9271	71302	EDUCATION ALLOWANCE	9,200.00		9,200.00	10,400.00		(1,200.00)	-13.04%
9271	71500	SOCIAL SECURITY	121,870.00		121,870.00	9,051.11		112,818.89	92.57%
9271	71900	EMPLOYEE INS.	232,091.00		232,091.00	11,219.57		220,871.43	95.17%
9271	71904	RETIREE HEALTH INS.	350,557.00		350,557.00	28,009.83		322,547.17	92.01%
9271	71905	H.S.A. EXPENSE	-		-	342.85		(342.85)	0.00%
9271	71906	SUPPL LIFE INSURANCE EXP	-		-	50.56		(50.56)	0.00%
9271	72100	LONGEVITY	30,730.00		30,730.00	3,484.30		27,245.70	88.66%
9271	72200	RETIREMENT	513,529.00		513,529.00	30,393.06		483,135.94	94.08%
9271	72201	DEFINED CONTRIBUTION EXP	-		-	6,956.91		(6,956.91)	0.00%
9271	72400	COST OF LIVING	-		-			-	
9271	72700	OFFICE SUPPLIES	60,000.00		60,000.00	250.00	6,294.02	53,455.98	89.09%
9271	72702	COPY MACHINE EXP.	14,000.00		14,000.00	-	800.00	13,200.00	94.29%
9271	80100	CONTRACTUAL SERVICES	158,380.00		158,380.00		44,000.00	114,380.00	72.22%
9271	80117	COOPERATIVE SERVICES	175,000.00		175,000.00	30,516.50		144,483.50	82.56%
9271	80130	CO-OP SERVICES-INDIR AID	25,000.00		25,000.00	-		25,000.00	100.00%
9271	80200	POSTAGE	2,000.00		2,000.00		500.00	1,500.00	75.00%
9271	80301	UNEMPLOYMENT COSTS	2,300.00		2,300.00	-		2,300.00	100.00%
9271	82201	VIDEO CASS & TAPES	15,000.00		15,000.00	-		15,000.00	100.00%
9271	82202	LIBRARY CIRCULATING MAT	38,500.00		38,500.00	-		38,500.00	100.00%
9271	82207	PERIODICALS	17,000.00		17,000.00	-		17,000.00	100.00%
9271	85300	TELEPHONE	10,000.00		10,000.00	592.16		9,407.84	94.08%
9271	86100	MILEAGE	1,000.00		1,000.00	-		1,000.00	100.00%
9271	86300	AUTO EXPENSE	3,000.00		3,000.00	-		3,000.00	100.00%
9271	86400	CONFERENCES-WRKSHOP	2,000.00		2,000.00	-	60.00	1,940.00	97.00%
9271	90200	BOOK BINDING	200.00		200.00	-		200.00	100.00%
9271	91000	INSURANCE/BONDS	31,800.00		31,800.00	-		31,800.00	100.00%
9271	92000	PUBLIC UTILITIES	215,000.00		215,000.00	-		215,000.00	100.00%
9271	93000	REPAIRS & MAINTENANCE	138,000.00		138,000.00	400.41	5,341.84	132,257.75	95.84%
9271	95000	ADMINISTRATIVE COSTS	200,600.00		200,600.00	-		200,600.00	100.00%
9271	95804	LIB COMM. DUES & EXP	500.00		500.00	-		500.00	100.00%
9271	96401	REF TAX PD UND PROTEST	30,000.00		30,000.00	-		30,000.00	100.00%
9271	96470	BUILDING AUTHORITY BONDS	138,000.00		138,000.00	-		138,000.00	100.00%
9271	96850	ACCUMULATED SICK LEAVE	97,000.00		97,000.00	-		97,000.00	100.00%
9271	96855	ACCUMULATED COMP TIME	7,000.00		7,000.00	-		7,000.00	100.00%
9271	98000	OFFICE EQUIPMENT	57,470.00		57,470.00	37,269.89		20,200.11	35.15%
9271	98200	BOOKS	285,000.00		285,000.00	-		285,000.00	100.00%
9271	99000	EST UNCOL TAXES	5,000.00		5,000.00	-		5,000.00	100.00%
		TOTAL	**4,519,295.00**	-	**4,519,295.00**			**4,187,263.80**	**92.65%**

SUMMARY STATEMENT OF BUDGET, EXPENDITURES, AND ENCUMBRANCES

CITY OF WARREN-LIBRARY

PERIOD 07/01/11 - 06/30/12

as of 7/01/2012

			BUDGETED	ADJUSTMENT	CURRENT BUDGET	YTD EXPENDITURE	YTD ENCUMBERED	YTD UNENCUMBERED	% REMAINING
9271	70300	APPOINTED OFFICIAL	92,286.00		92,286.00	33,936.38		58,349.62	63.23%
9271	70600	PERMANENT EMPLOYEES	1,090,207.00		1,090,207.00	1,109,272.26		(19,065.26)	-1.75%
9271	70714	PERM. PART-TIME	373,230.00		373,230.00	276,789.23		96,440.77	25.84%
9271	70900	OVERTIME	29,316.00		29,316.00	12,116.36		17,199.64	58.67%
9271	71000	SHIFT PREMIUM	11,138.00		11,138.00	7,390.81		3,747.19	33.64%
9271	71302	EDUCATION ALLOWANCE	9,200.00		9,200.00	10,800.00		(1,600.00)	-17.39%
9271	71500	SOCIAL SECURITY	126,807.00		126,807.00	110,118.95		16,688.05	13.16%
9271	71900	EMPLOYEE INS.	314,315.00		314,315.00	189,010.60		125,304.40	39.87%
9271	71904	RETIREE HEALTH INS.	368,949.00		368,949.00	319,602.19		49,346.81	13.37%
9271	72100	LONGEVITY	30,826.00		30,826.00	31,599.03		(773.03)	-2.51%
9271	72200	RETIREMENT	468,009.00		468,009.00	384,172.94		83,836.06	17.91%
9271	72400	COST OF LIVING	-		-	-		-	
9271	72700	OFFICE SUPPLIES	62,750.00		62,750.00	41,089.62	7,783.71	13,876.67	22.11%
9271	72702	COPY MACHINE EXP.	14,000.00		14,000.00	10,175.31	1,235.07	2,589.62	18.50%
9271	80100	CONTRACTUAL SERVICES	193,500.00		193,500.00	47,567.73	4,542.20	141,390.07	73.07%
9271	80117	COOPERATIVE SERVICES	235,000.00		235,000.00	159,432.46		75,567.54	32.16%
9271	80130	CO-OP SERVICES-INDIR AID	23,000.00		23,000.00	13,039.32		9,960.68	43.31%
9271	80200	POSTAGE	5,000.00		5,000.00	1,795.35	144.89	3,059.76	61.20%
9271	80301	UNEMPLOYMENT COSTS	11,400.00		11,400.00	11,302.09		97.91	99.10%
9271	82201	VIDEO CASS & TAPES	20,000.00		20,000.00	20,961.52		(961.52)	-4.81%
9271	82202	LIBRARY CIRCULATING MAT	38,500.00		38,500.00	35,225.29		3,274.71	8.51%
9271	82207	PERIODICALS	17,000.00		17,000.00	13,348.85		3,651.15	21.48%
9271	85300	TELEPHONE	15,000.00		15,000.00	8,093.31		6,906.69	46.04%
9271	86100	MILEAGE	1,000.00		1,000.00	1,086.67		(86.67)	-8.67%
9271	86300	AUTO EXPENSE	4,000.00		4,000.00	1,155.11		2,844.89	71.12%
9271	86400	CONFERENCES-WRKSHOP	2,000.00		2,000.00			2,000.00	100.00%
9271	90200	BOOK BINDING	200.00		200.00			200.00	100.00%
9271	91000	INSURANCE/BONDS	30,600.00		30,600.00	30,600.00		-	0.00%
9271	92000	PUBLIC UTILITIES	220,000.00		220,000.00	170,492.47		49,507.53	22.50%
9271	93000	REPAIRS & MAINTENANCE	206,000.00		206,000.00	35,645.34	3,883.14	166,471.52	80.81%
9271	95000	ADMINISTRATIVE COSTS	153,000.00		153,000.00	153,000.00		-	0.00%
9271	95804	LIB COMM. DUES & EXP	500.00		500.00			500.00	100.00%
9271	96401	REF TAX PD UND PROTEST	30,000.00		30,000.00	39,039.07		(9,039.07)	-30.13%
9271	96470	BUILDING AUTHORITY BONDS	137,000.00		137,000.00	136,869.59		130.41	0.10%
9271	96850	ACCUMULATED SICK LEAVE	97,000.00		97,000.00			97,000.00	100.00%
9271	96855	ACCUMULATED COMP TIME	7,000.00		7,000.00			7,000.00	100.00%
9271	98000	OFFICE EQUIPMENT	203,111.00		203,111.00	96,284.07	23,883.00	82,943.93	40.84%
9271	98200	BOOKS	300,000.00		300,000.00	285,817.83	63.69	14,118.48	4.71%
9271	99000	EST UNCOL TAXES	5,000.00		5,000.00			5,000.00	100.00%
		TOTAL	**4,945,844.00**	-	**4,945,844.00**	**3,796,829.75**	**41,535.70**	**1,107,478.55**	**22.39%**

SUBURBAN LIBRARY COOPERATIVE
CENTRALIZED PURCHASING EXPENSE FORM

LIBRARY NAME Warren Public Library

BALANCE AS OF August 31, 2012 $41,598.23

VENDOR	PURPOSE	AMOUNT
		$
		$
		$
		$
		$
		$
TOTAL EXPENSE REQUESTS		$
NEW BALANCE AS OF _____		$

PLEASE ATTACH INVOICES OR SUPPORTING DOCUMENTATION OF EXPENSE REQUESTS

DIRECTOR'S SIGNATURE _____
DATE _____

SUBURBAN LIBRARY COOPERATIVE
CENTRALIZED PURCHASING EXPENSE FORM

LIBRARY NAME Warren Public Library

BALANCE AS OF July 31, 2012 $41,610.62

VENDOR	PURPOSE	AMOUNT
		$
		$
		$
		$
		$
		$
TOTAL EXPENSE REQUESTS		$
NEW BALANCE AS OF _____		$

PLEASE ATTACH INVOICES OR SUPPORTING DOCUMENTATION OF EXPENSE REQUESTS

DIRECTOR'S SIGNATURE _____
DATE _____

SUBURBAN LIBRARY COOPERATIVE
CENTRALIZED PURCHASING EXPENSE FORM

LIBRARY NAME Warren Public Library

BALANCE AS OF June 30, 2012 $29,769.41

VENDOR	PURPOSE	AMOUNT
		$
		$
		$
		$
		$
		$
TOTAL EXPENSE REQUESTS		$
NEW BALANCE AS OF _____		$

PLEASE ATTACH INVOICES OR SUPPORTING DOCUMENTATION OF EXPENSE REQUESTS

DIRECTOR'S SIGNATURE _____
DATE _____

5b

SUBURBAN LIBRARY COOPERATIVE
CENTRALIZED PURCHASING EXPENSE FORM

LIBRARY NAME Warren Public Library

BALANCE AS OF May 31, 2012 $29,769.41

VENDOR	PURPOSE	AMOUNT
		$
		$
		$
		$
		$
		$
TOTAL EXPENSE REQUESTS		$
NEW BALANCE AS OF _____		$

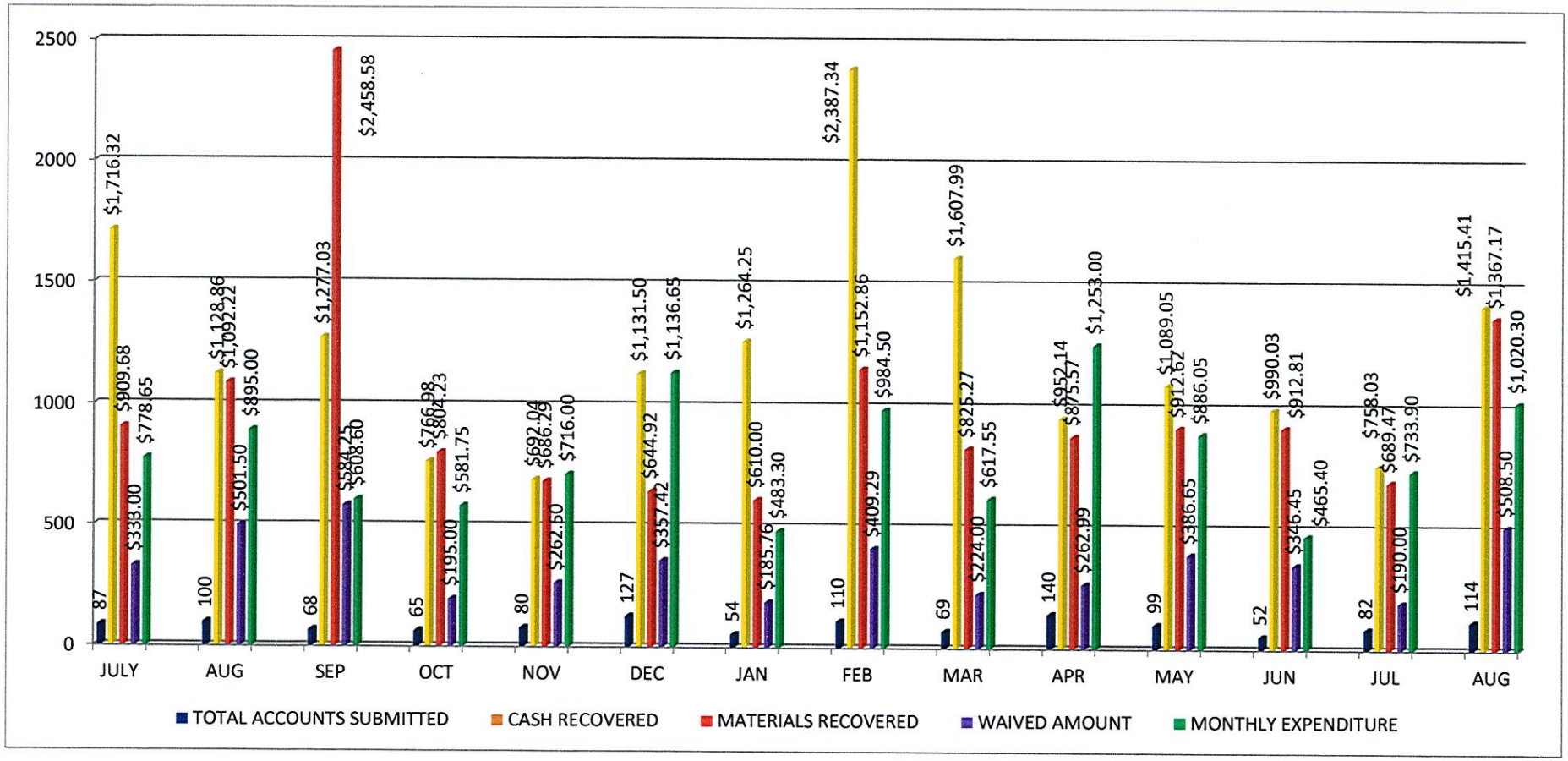
PLEASE ATTACH INVOICES OR SUPPORTING DOCUMENTATION OF EXPENSE REQUESTS

DIRECTOR'S SIGNATURE _____
DATE _____

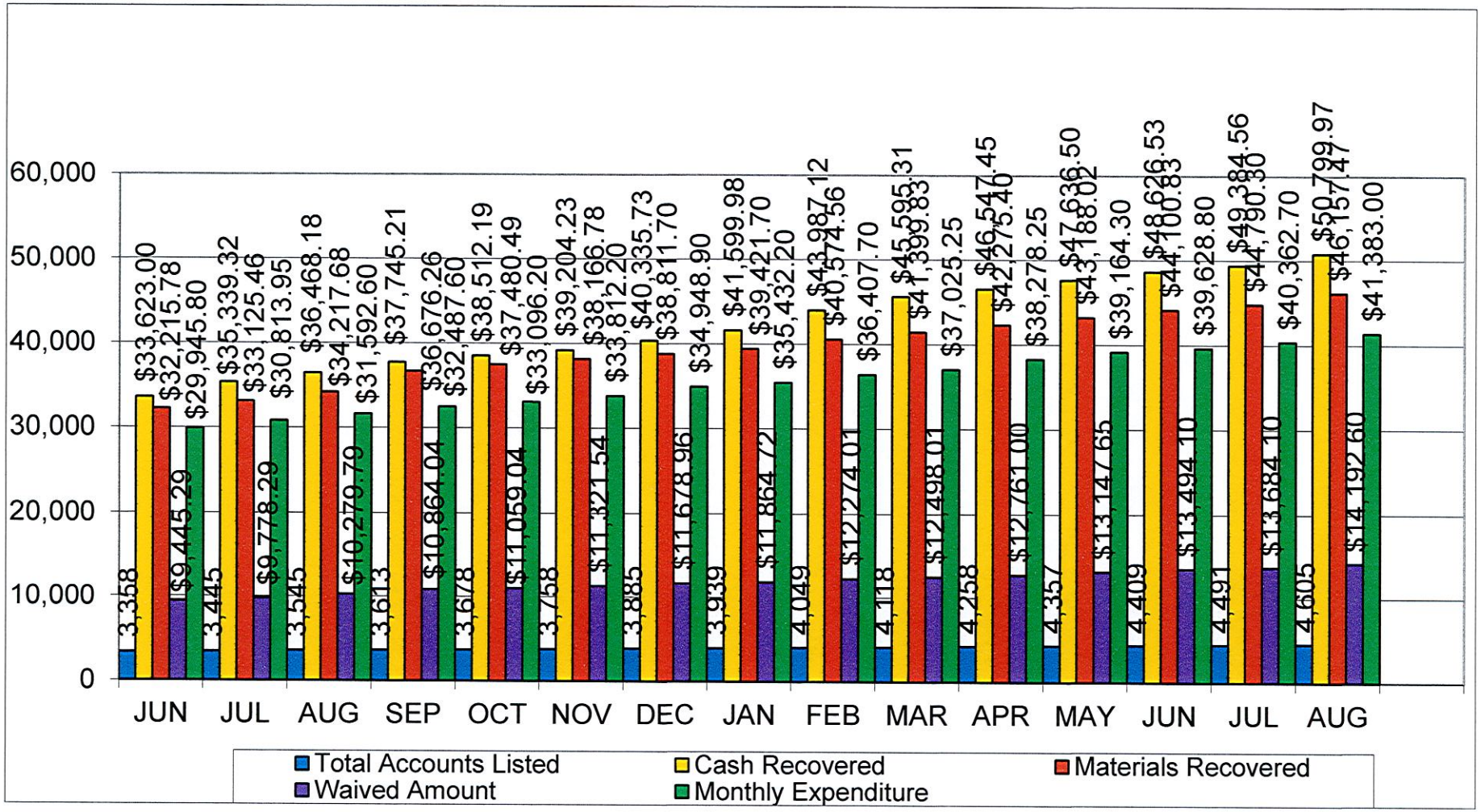
SUBURBAN LIBRARY COOPERATIVE
CENTRALIZED PURCHASING EXPENSE REPORT
(6/1/12 – 8/31/12)

	Beginning Balance	**29,769.41**
07/05/2012	Michigan Library Association Membership	(1,873.00)
07/27/2012	Annual Centralized Purchasing Allocation	13,714.21
08/17/2012	Denise Rose – Comm. Meeting reimbursement	(12.39)
	Ending Balance	**41,598.23**

Unique Management Services Report
July 2011 - August 2012

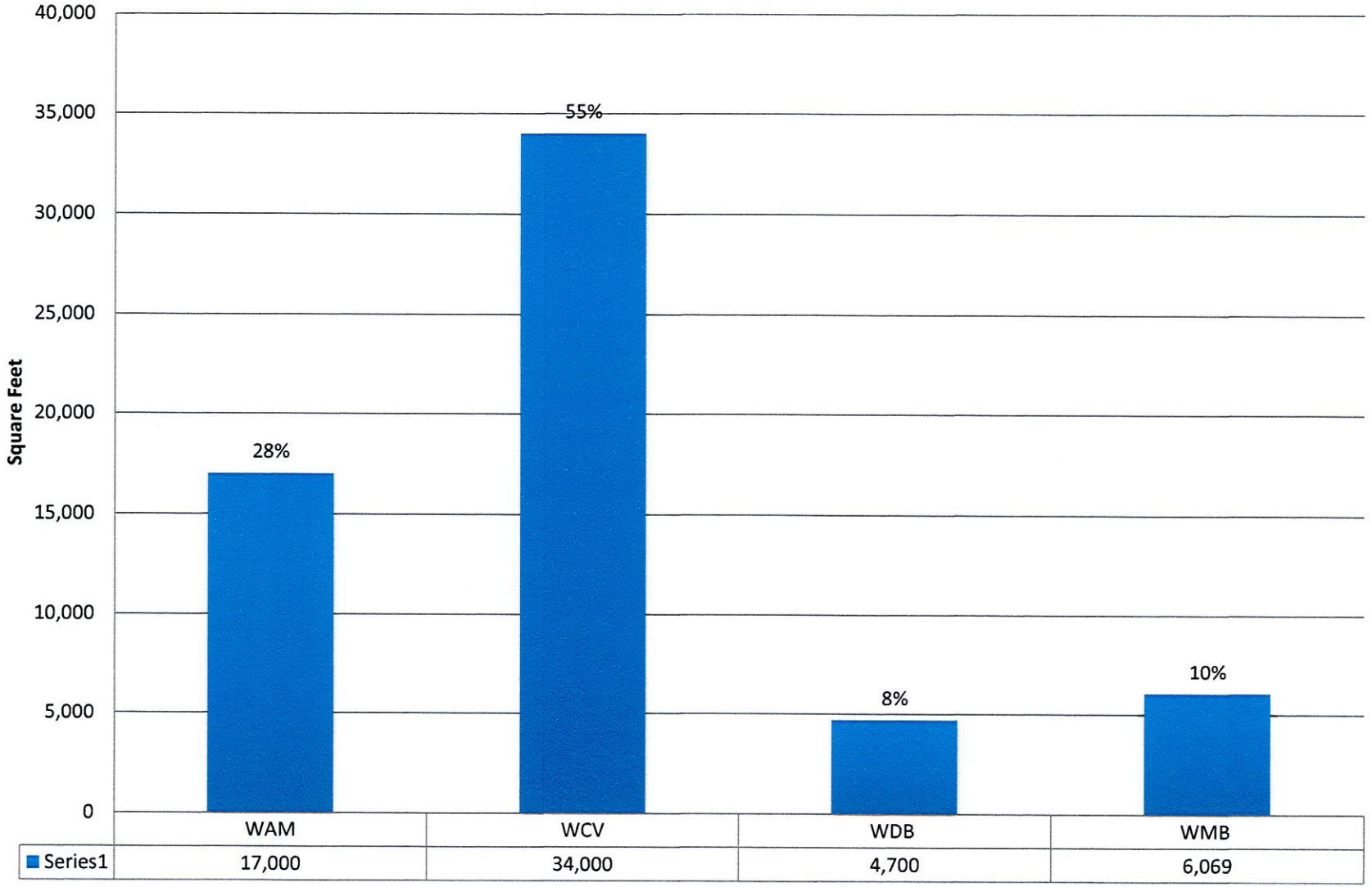


Unique Management Services Cumulative Report
April 2009 - August 2012

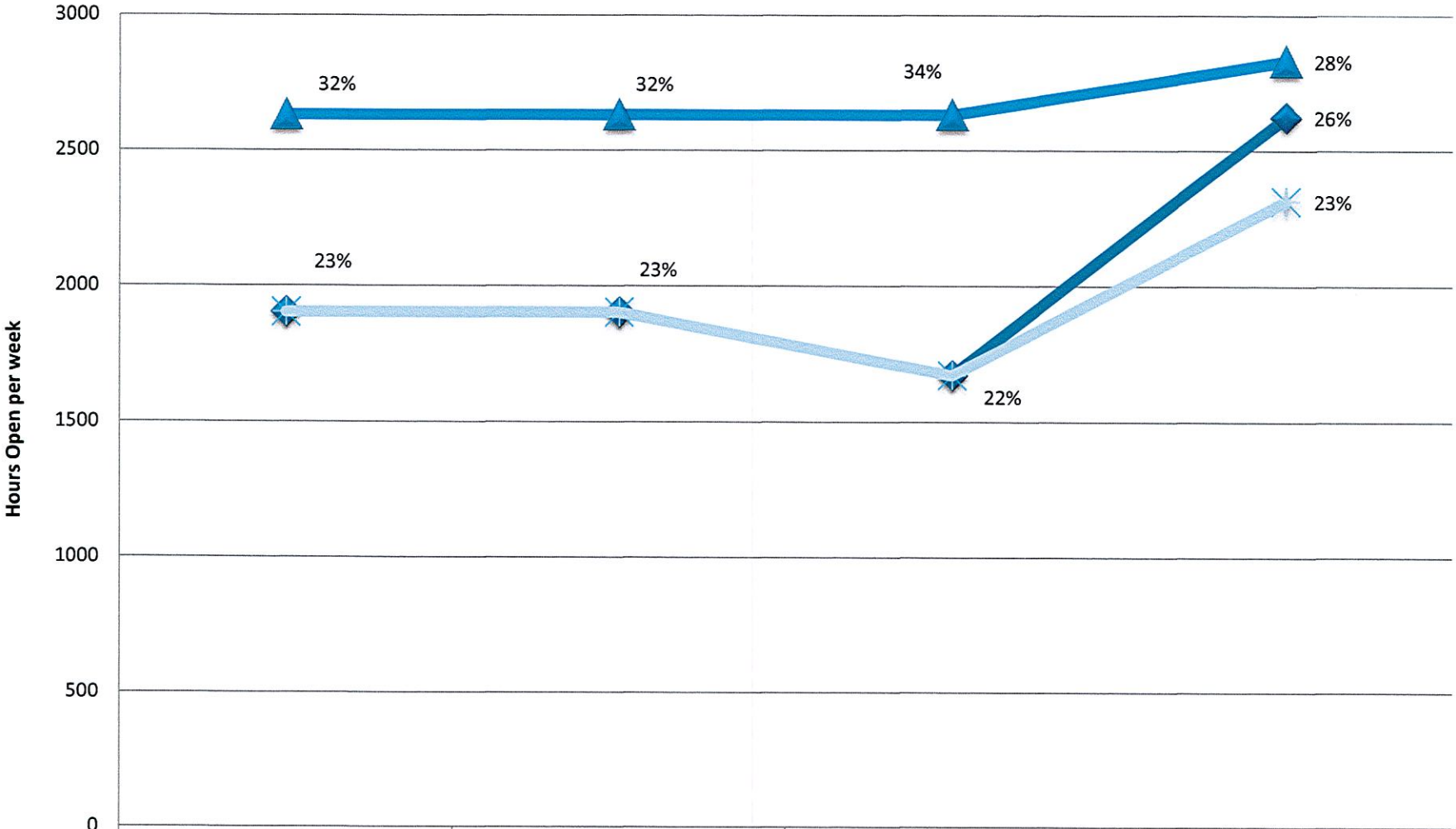


The total expenditure from April 2009 - August 2012 was $41,383.

Library Space

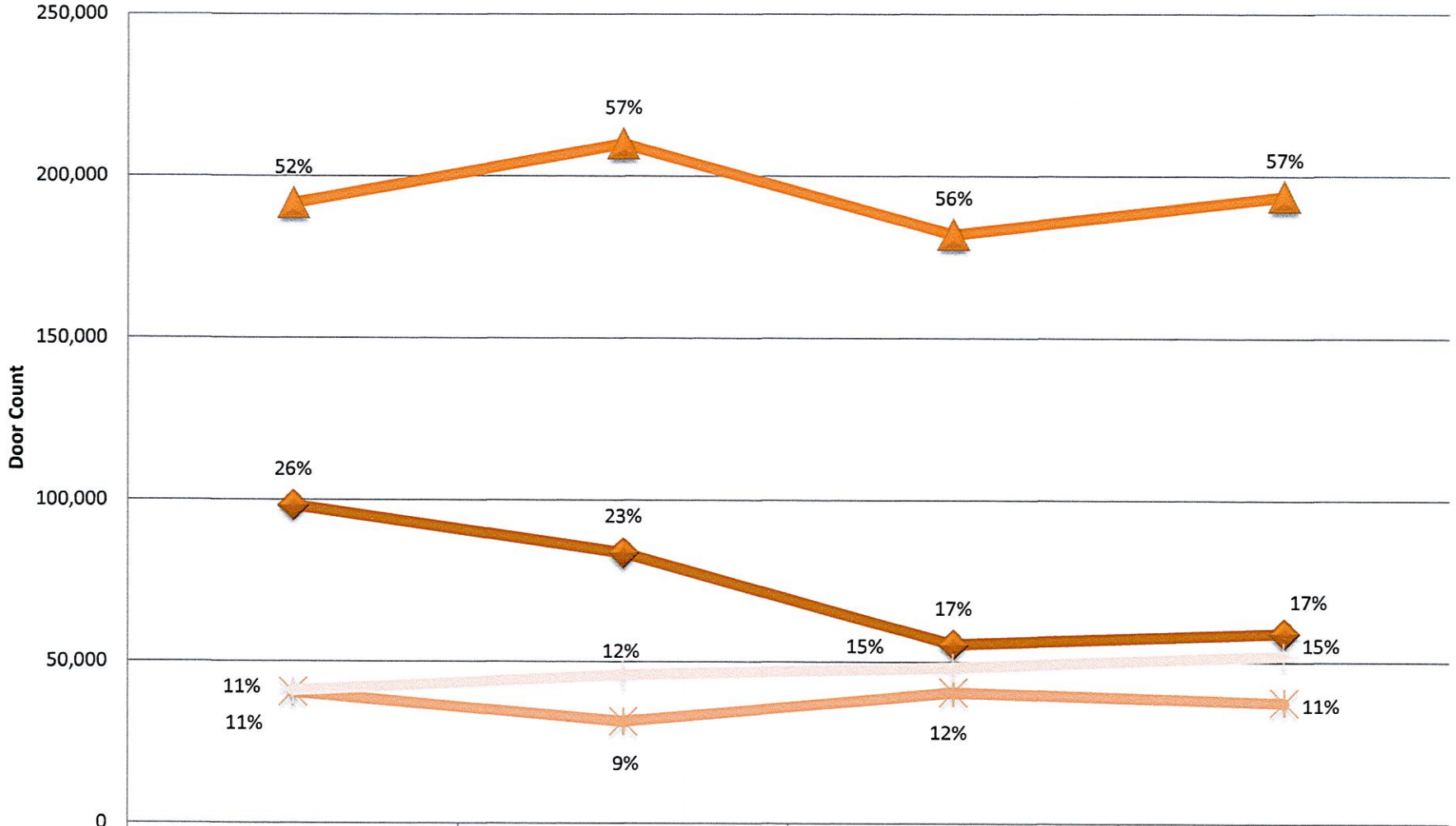


Branch Hours



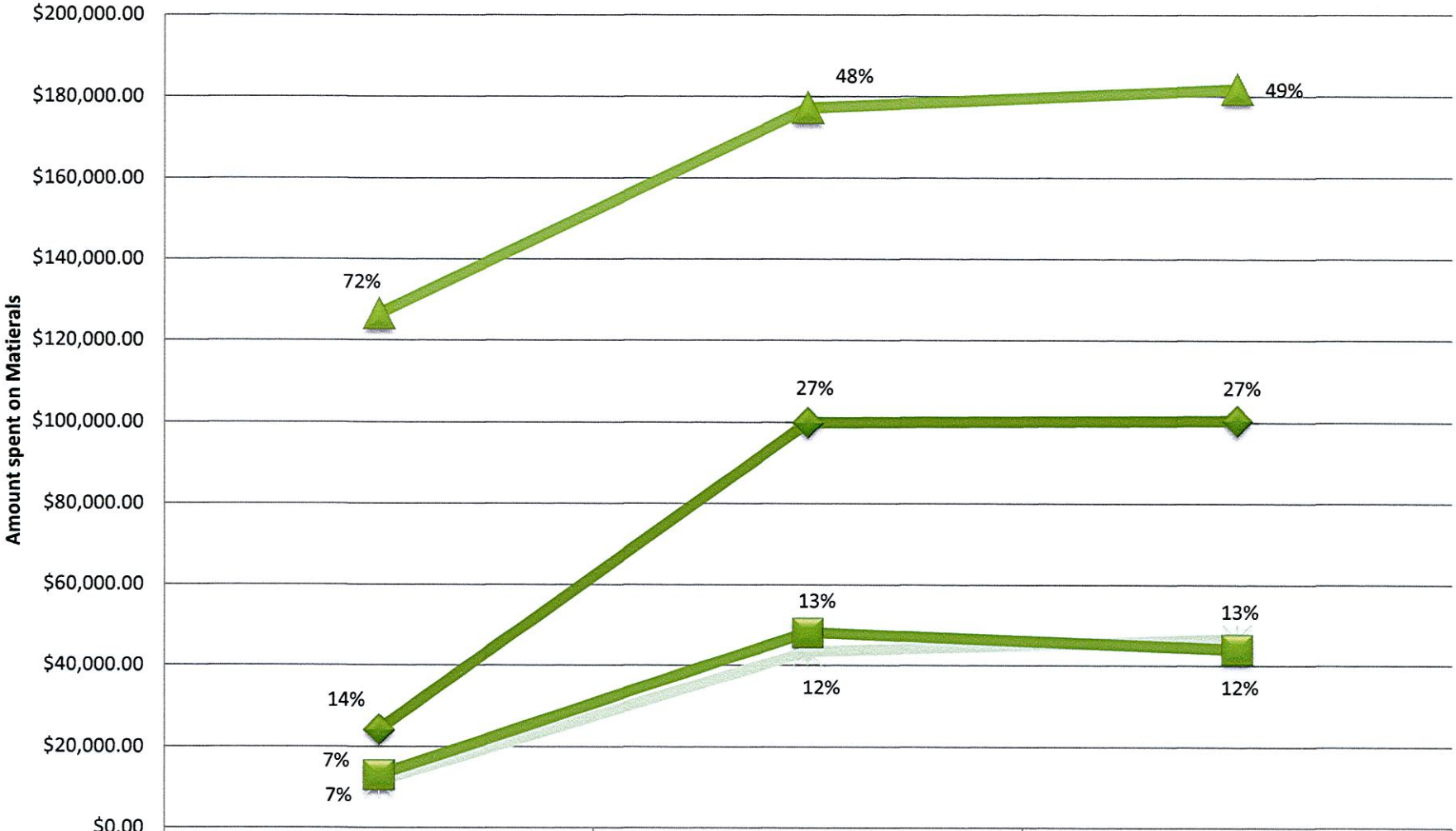
	2008-9	2009-10	2010-11	2011-12
WAM	1904	1904	1672	2624
WCV	2632	2632	2632	2832
WDB	1904	1904	1672	2312
WMB	1904	1904	1672	2312

Annual Visitors by Branch



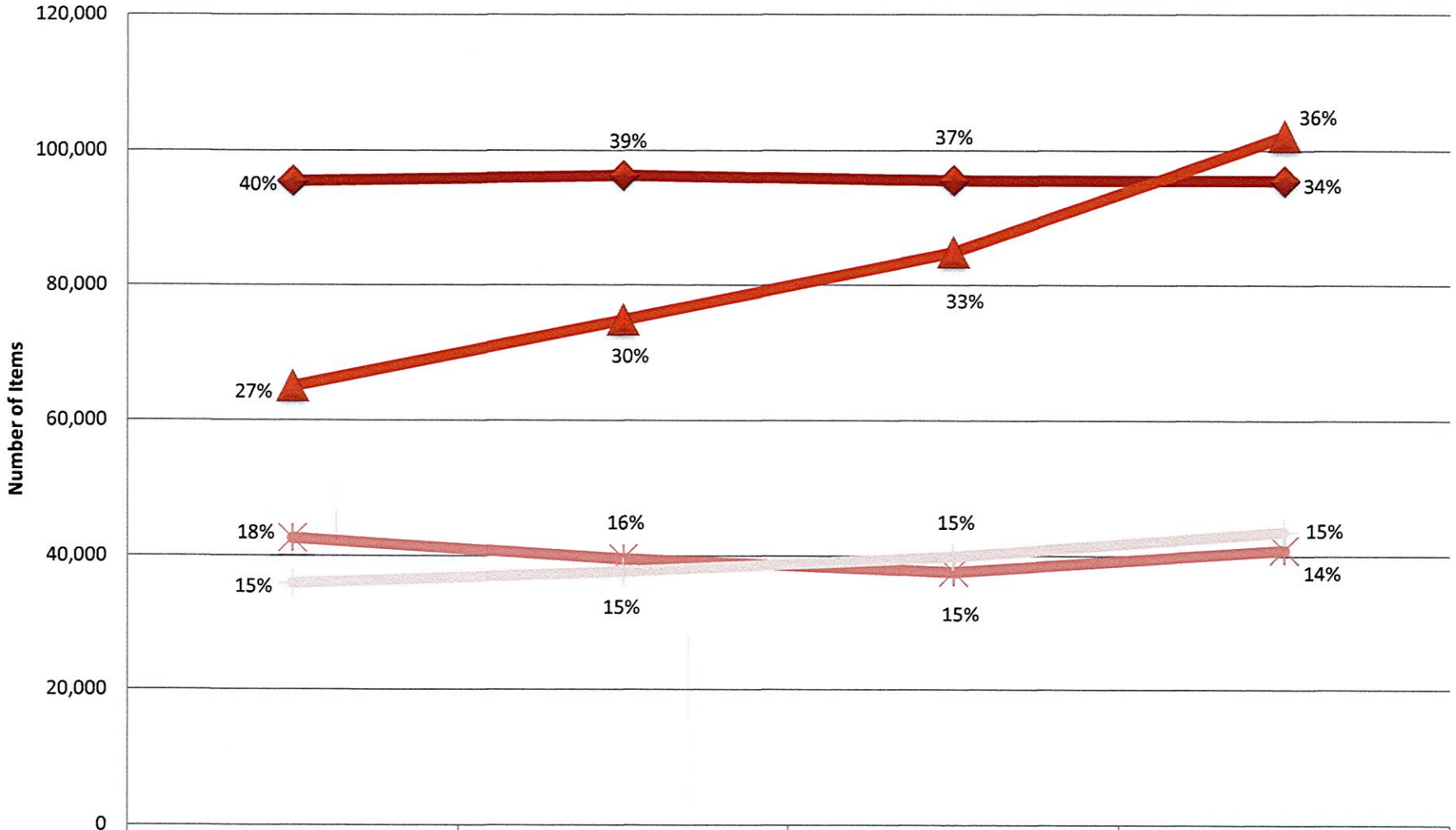
	2008-9	2009-10	2010-11	2011-12
WAM	98,354	83,827	55,520	58,993
WCV	191,489	209,976	181,880	193,689
WDB	40,694	31,705	40,671	37,615
WMB	41,164	46,072	48,316	52,000

Collection Expenditures by Branch



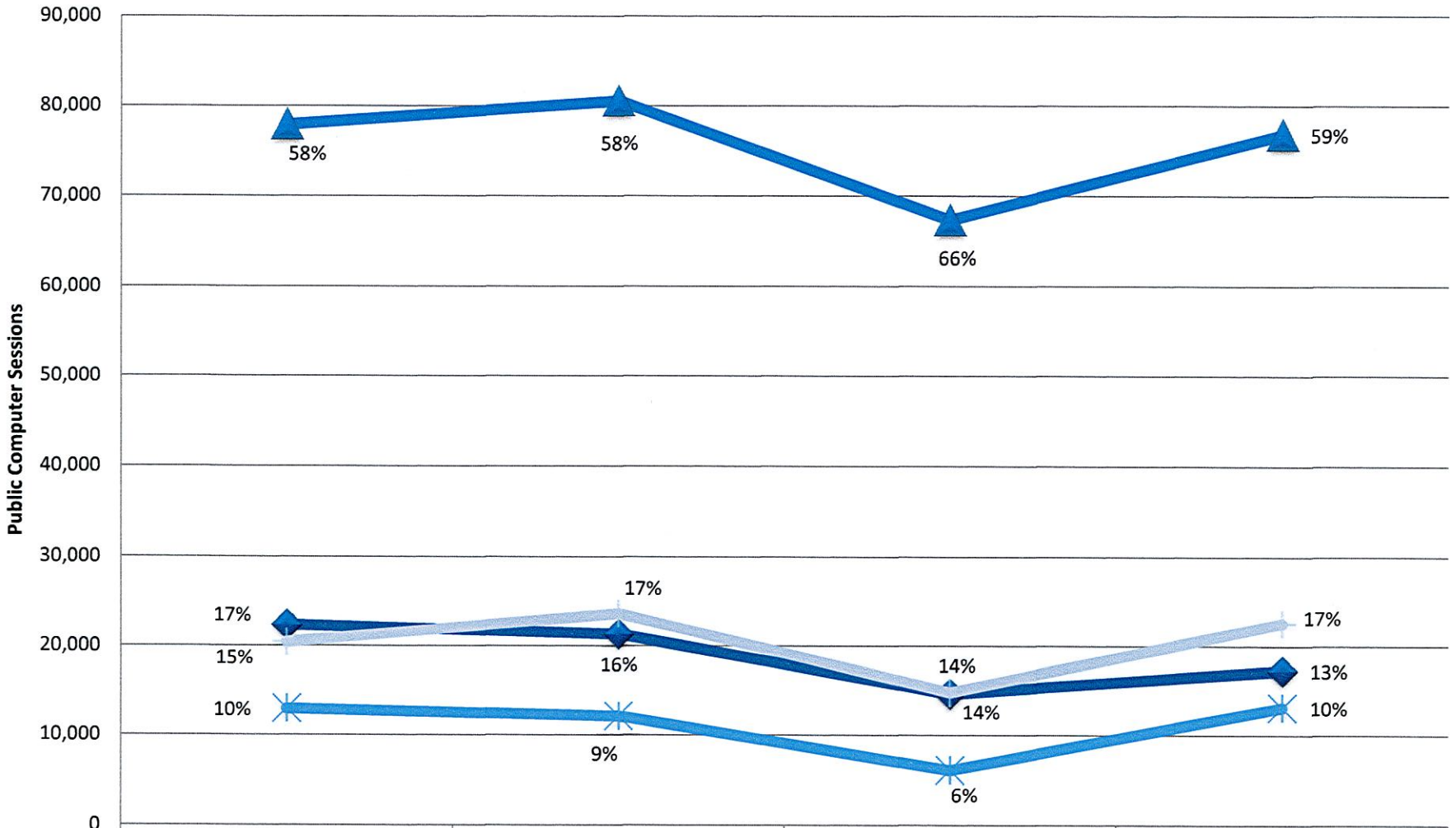
	2008-9	2009-10	2010-11
WAM	$24,193.81	$99,935.65	$100,477.30
WCV	$126,463.87	$177,171.40	$181,828.90
WDB	$11,505.78	$43,451.71	$46,661.48
WMB	$13,086.69	$48,242.43	$44,030.22

Annual Total Collection Size



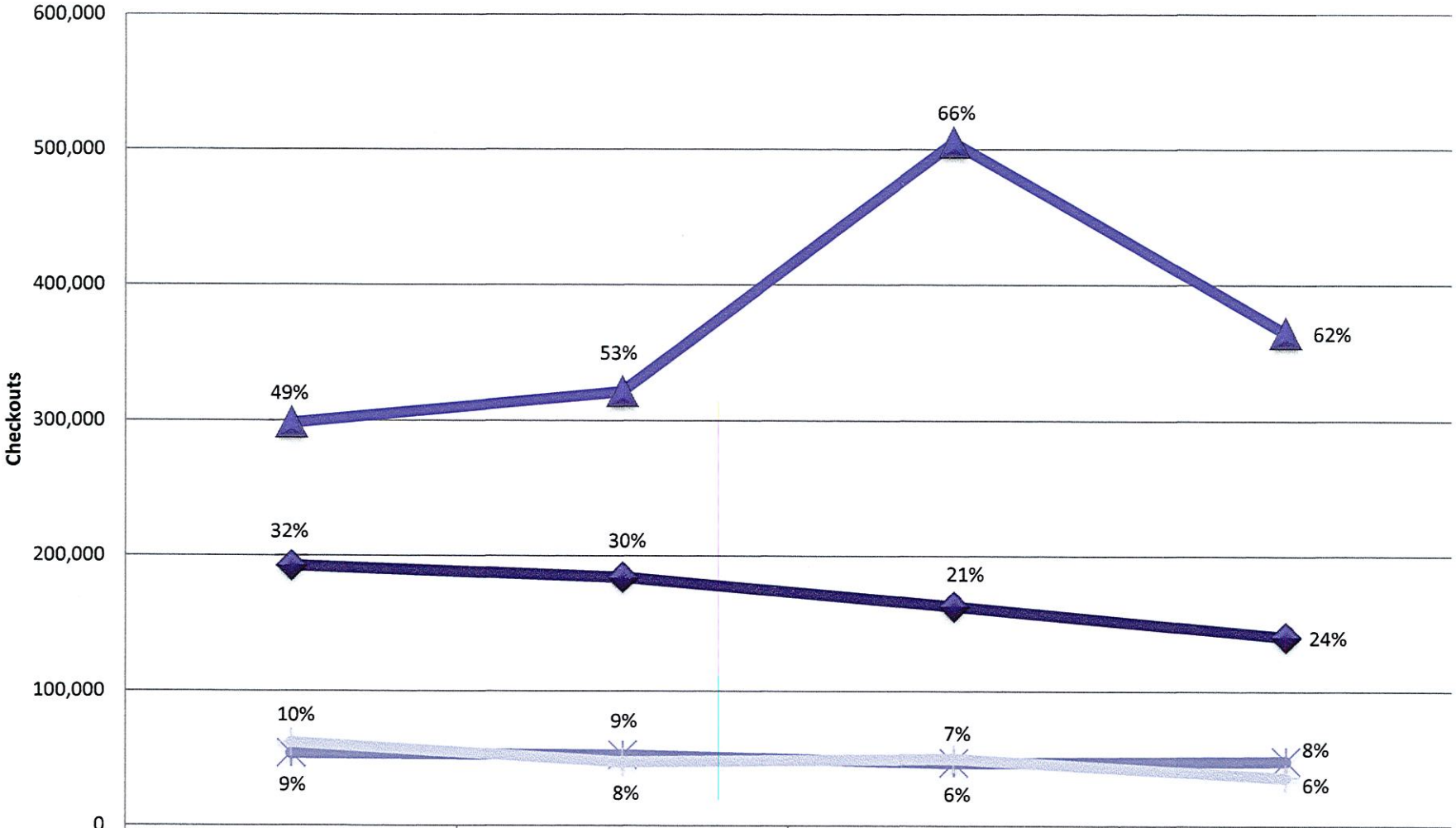
	2008-9	2009-10	2010-11	2011-12
WAM	95,491	96,322	95,579	95,559
WCV	64,976	74,808	84,874	102,101
WDB	42,624	39,559	37,639	40,886
WMB	35,941	37,695	39,932	43,603

Annual Public Computer Use by Branch



	2008-9	2009-10	2010-11	2011-12
WAM	22,368	21,342	14,601	17,258
WCV	77,910	80,513	67,358	76,789
WDB	12,925	12,116	6,092	13,117
WMB	20,430	23,659	14,727	22,570

Annual Circulation by Branch



	2008-9	2009-10	2010-11	2011-12
WAM	192,650	184,293	163,284	140,568
WCV	298,323	321,589	505,049	365,109
WDB	53,717	52,575	46,776	48,311
WMB	61,869	47,491	49,877	36,085

September 2012

- Request mayor's approval of an RFP committee
- Request City Council Member appointment to the RFP Committee (completed Tuesday, September 25, 2012)
- Draft RFP

October 2012

- Review and revise RFP with City Purchasing Department
- Meet with RFP Committee to review, discuss and revise the RFP
- Get Committee approval of RFP document
- City Purchasing Department posts RFP Document to MITN
- Hold Pre-RFP Meeting to discuss potential vendors

November/December 2012

- Receive and qualify proposals
- RFP Committee reviews and interviews of vendors
- Vendor selection, contract negotiations, finalize final contract

January 2012

- Send committee recommendation to city council for approval
- Award contract

February 2012

- Work begins

June 2012

- Finished product due, including design schematics, budgets and timelines for construction in the following budget year

2013
LIBRARY COMMISSION
MEETING SCHEDULE

7:00
Mark Twain Conference Room
Civic Center Library

JANUARY 17, 2013

FEBRUARY 21, 2013

MARCH 21, 2013

APRIL 18, 2013

MAY 16, 2013

JUNE 20, 2013

SEPTEMBER 19, 2013

OCTOBER 17, 2013

NOVEMBER 21, 2013

DECEMBER 19, 2013

RE: Computer orders

8b

Chris Frezza [chris@libcoop.net]
Sent: Monday, September 24, 2012 10:20 AM
To: Denise Rose

Denise,

Here is a quote for a laptop – $1,236.96

-Chris

Latitude E6420 Unit Price: $1,236.96

Latitude E6420, Windows 7 Professional, No Media, 64-bit, English

SYSTEM OPTIONS

Processor	Intel® Core™ i5-2520M Processor (2.50GHz, 3M cache,Upgradable to Intel® vPro™ technology)	edit
Operating Systems	Windows 7 Professional, No Media, 64-bit, English	edit
Latitude E6420	Latitude E6420	edit
Energy Star & EPEAT	Energy Star 5.0 Enabled / EPEAT Gold	edit
LCDs	14.0" HD(1366x768) Anti-Glare LED-backlit	edit
Graphics	Intel® HD Graphics 3000	edit
Memory	4.0GB, DDR3-1333MHz SDRAM, 2 DIMMS	edit
Internal Keyboard	Internal English Dual Pointing Keyboard	edit
Camera/Microphone	Light Sensitive Webcam and Noise Cancelling Digital Array Mic	edit
Systems Management	No Out-of-Band Systems Management	edit

STORAGE AND MEDIA OPTIONS

Primary Storage	320GB 5400rpm Hard Drive	edit
Primary Optical Device	8X DVD+/-RW w/Roxio and Cyberlink Power DVD™, no media	edit

POWER OPTIONS

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Primary Battery	6-cell (60WH) Primary Lithium Ion Battery	edit
AC Adapter	90W A/C Adapter (3-pin)	edit

NETWORKING OPTIONS

Wireless LAN (802.11)	Intel® Centrino® Advanced-N 6205 802.11a/b/g/n Half Mini Card	edit
Modem	No Modem	edit

SOFTWARE OPTIONS

Productivity Software	No Productivity Software	edit

SECURITY OPTIONS

Fingerprint and Contactless Smartcard Reader	No Fingerprint Reader and No Contactless Smartcard Reader	edit

SUPPORT SERVICES

Hardware Support Services	4 Year ProSupport with 4 Year NBD Limited Onsite Service After Remote Diagnosis	edit

INSTALLATION AND RECYCLING

Chris Frezza / Suburban Library Cooperative
Head of Systems / Systems Administrator
(586) 685-5760 / chris@libcoop.net
** Notary Public **