



# ESCONDIDO PUBLIC LIBRARY BOARD OF TRUSTEES

## AGENDA

Thursday, December 10, 2009

2:00 p.m.

Board Room

### 1. CALL TO ORDER

2. **WRITTEN / ORAL COMMUNICATIONS.** At this time the public may comment on items not appearing on the agenda. State law prohibits the Board from discussing or taking action on such items, but the matter may be referred to the staff or scheduled on a subsequent agenda. (Please refer to the back page of the agenda for instructions.)

3. **APPROVAL OF MINUTES FROM PREVIOUS MEETING.** *Attachment 3a.*

### 4. BOARD ADMINISTRATIVE ANNOUNCEMENTS

5. **PROJECT UPDATES** – Jo Ann has finished the application for e-rate reimbursement, a federal program that provides discounts to libraries for Internet access. We will be posting a request for proposals from vendors on our web site; this could increase our Internet pipeline bandwidth without an increase in cost.

6. **BOARD NEWS/ISSUES** – The California State Library is hosting a California Opportunity Online Broadband Summit, sponsored by the Bill & Melinda Gates Foundation. Your City Librarian is invited to the summit, which has the purpose to ensure that adequate connectivity is available to all California libraries.

### 7. REPORTS FROM AUXILIARY GROUPS

- a. Serra Library System Advisory Board – Serra will not meet until February. We still need a representative to the Serra Advisory Board from Escondido.
- b. Friends of the Escondido Public Library – The Friends are planning a half-price sale on Dec. 12. The Board funded the Richard Lederer program on Dec. 12.
- c. Pioneer Room Friends – The genealogy workshops are doing so well they will become a regular feature.
- d. Escondido Library Endowment Foundation – The Board likes the mural on the west wall of the Children's Room so much that they voted to fund a mural on the east wall as well. They honored Judi Anderson as their volunteer of the year.
- e. Friends of Library Literacy Services – The Friends are working hard to raise funds for Scrabble-Thon, scheduled for Saturday, February 13, 2010. They are revising their bylaws to allow memberships and to expand the size of their Board.

### 8. SIGNIFICANT UPCOMING EVENTS

<i><b>Date &amp; Time</b></i>	<i><b>Location</b></i>	<i><b>Event</b></i>
Dec. 1-19	All locations	"Food For Fines" continues
Dec. 12, 10-4 p.m.	Friends' Book Shop	Half-Price Sale
Dec. 12, 10:30 a.m.	Turrentine Room	Author Richard Lederer, in praise of cats & dogs
Dec. 16, 12 noon	Turrentine Room	Holiday potluck for staff and volunteers
Dec. 16, 4 p.m.	Council Chambers	Agenda items: General Plan, Action Plan, volunteer program
Dec. 24 – 26	All locations	Closed for the holidays
Dec. 31 – Jan. 2	All locations	Closed for the holidays

**9. CURRENT BUSINESS**

- a. **RENOVATION PROJECT.** Review of progress to date & current plans for continuing.
- b. **LIBRARY PLANNING.** Update from staff regarding the Renewed Library Vision Project and authorization to pay invoices from the ELEF.
- c. **REPORT ON THE TRUST FUND.** Stan Levy's report on uses of the Trust Fund.
- d. **SENIOR EXPERIENCE PROJECT.** Review and refine proposed ideas for the project and authorize payment in the amount of \$1500.
- e. **EQUIPMENT FOR DIGITAL SERVICES LIBRARIAN.** Authorize payment not to exceed \$2000 to purchase needed equipment for the new Senior Librarian for Digital & Media Services.

**10. CITY STAFF COMMUNICATIONS**

- a. Community Services Director
- b. City Librarian
- c. Deputy City Librarians

**11. CUSTOMER SERVICE COMMENTS.** Available at meeting.

**12. ADJOURN UNTIL January 14, 2009**

**13. UPCOMING MEETING SCHEDULE.** Regular meetings are the 2nd Thursday of each month at 2 p.m.

<i>Day</i>	<i>Date</i>	<i>Time</i>	<i>Location</i>
Thursday	January 14, 2010	2:00 p.m.	Library Board Room
Thursday	February 11, 2010	2:00 p.m.	Library Board Room
Thursday	March 11, 2010	2:00 p.m.	Library Board Room

**TO ADDRESS THE BOARD:** The public may address the Library Board of Trustees on any agenda item. Please complete a Speaker's form and give it to the Administrative Assistant. Comments are generally limited to 3 minutes. If you wish to speak concerning an item *not* on the agenda, you may do so under "Oral Communications." Please complete a Speaker's form as noted above.

Handouts for the Library Board should be given to the Administrative Assistant. To address the Board, STATE YOUR NAME FOR THE RECORD. **Please turn off all cell phones and pagers while the meeting is in session.**

**Escondido Public Library Board of Trustees**  
**MINUTES**  
**Thursday, October 15, 2009, 2:00 p.m.**  
**Library Board Room**

**CALL TO ORDER:** Board President Alex Galenes called the meeting to order at 2:00 p.m.

**Members Present:** Elmer Cameron, Alex Galenes, Diane Yerkes, Gary Knight

**Members Absent:** Stan Levy

**Staff Present:** Community Services Director Jerry Van Leeuwen, City Librarian Laura Mitchell, Deputy City Librarians Jo Ann Greenberg and Cynthia Smith, Board Secretary Janet Rulien

**WRITTEN/ORAL COMMUNICATIONS:** None.

**APPROVAL OF MINUTES FROM PREVIOUS MEETING:** MSC Knight/Cameron to approve the minutes from the prior meeting. **Vote 4/0.**

**BOARD ADMINISTRATIVE ANNOUNCEMENTS:** None.

**PROJECT UPDATES:** The Board reviewed the first quarter report from the new Career Center, which assisted 76 persons with job-related services. Yerkes said she would be willing to donate some time to the project if needed. The Board expressed how impressed they were with the services being provided to the participants.

**BOARD NEWS/ISSUES:** None.

**REPORT FROM AUXILIARY GROUPS:** The Friends will be holding book sales in the Turrentine Room every other month due to the abundance of donations coming in and the Library's need for more funding. The Friends of Literacy will be manning a booth at the Street Fair along with the bookmobile.

**SIGNIFICANT UPCOMING EVENTS:** The Board expressed their appreciation of the Picturing America exhibit. Author Ray Bradbury will be appearing at the library on 11/19/09.

**CURRENT BUSINESS:** Mitchell reported that, at this time, we plan on closing for renovations starting November 30, 2009; she anticipates being closed the month of December and into January. We will expand the hours at the Branch to reflect our main library hours during our closure. We are currently planning our manpower placements while we are closed at the Main Library. We will publicize the closure extensively. *(Update as of 11/9: we now anticipate closing in February due to a delay in getting air conditioning equipment.)*

**LIBRARY BUDGET/SERVICES:** Furloughs for employees have been approved, and we will have to absorb about 10% additional employee absences over the next few months. Mitchell presented a plan to restore library services to the public which would be implemented over the next four years. First priority for City funding in coming fiscal years would be to restore funding for some staff and materials each year and to maintain any restoration from previous years. Galenes reported on George and Cyndy Weir's potential grant for the Library, which could

restore Branch hours from January through June 2010. Cameron suggested approaching the Education Foundation and Pam Slater-Price to fund the online homework help program if City funds do not.

**ELEF CHALLENGE GRANT:** Jack Anderson, chairman of the ELEF, submitted a letter to the Board outlining ELEF's success in meeting the \$30,000 challenge grant goal that was offered by the Board and requested payment of the \$30,000 grant. **MSC Yerkes/Cameron to proceed with payment of \$30,000 from the Trust Fund to ELEF. Vote 4/0 in favor.** In order to complete the payment of this and other obligations, additional funds must be budgeted in the Special Projects account. **MSC Yerkes/ Cameron to budget additional funds in the amount of \$50,000 to the Trust Fund Special Projects account. Vote 4/0 in favor.**

**LIBRARY PLANNING:** Mitchell updated the Board on meeting with the Green Vision Project Management Team and planning for the "stakeholder" workshop on October 29<sup>th</sup> at 3:00 p.m. An extensive discussion was held on outreach to the public and different ways of engaging all the parties. **MSC Cameron/Knight to pay half of two invoices from Group 4 Architecture Research + Planning Inc. in the amount of \$2,750 and \$714.19. Vote 4/0 in favor.**

**HOLIDAY CLOSING:** Christmas and New Year's Day occur on a Friday this year, so the official City holidays are the preceding Thursdays. Library administration is requesting permission to close all our library facilities on Saturday, December 26<sup>th</sup> and Saturday, January 2<sup>nd</sup>. **MSC Cameron/Knight to close Library facilities on December 26, 2009 and January 2, 2010. Vote 4/0 in favor.**

**CITY STAFF COMMUNICATIONS:** Jerry Van Leeuwen spoke of meeting with George Weir regarding his possible grant to the Library. He said it looked like the City would be forced to cut more from the budget this year, but there is no meeting of the Budget Subcommittee scheduled.

**CITY LIBRARIAN COMMUNICATIONS:** Mitchell reported that our digital services librarian resigned. We have not received approval from the City Manager to fill that position; it is a serious situation for us and we are hoping for approval soon. It is quite difficult without that position as digital services are vital to the contemporary library.

**DEPUTY CITY LIBRARIAN COMMUNICATIONS:** Smith reported that we are doing our best to present programs even with the budget cuts and furlough days. Mark Twain week is coming in November and we will be sponsoring a lecture and other activities in collaboration with the California Center for the Arts, Escondido. The Friends have agreed to provide funding. Greenberg reported that the Pioneer Room is having its annual tour on October 20 with Vince Rossi as the featured speaker. We are looking into e-rate discounts for technology. She reported on new programs and ways to utilize volunteers, especially for project management.

Adjourned: 3:50 p.m.

Respectfully submitted,

Gary Knight, Board Secretary

**Highlights:**

- ⊗ The HVAC contractor is scheduled to begin work to replace roof equipment in early February. They have 4 weeks to complete the removal of old equipment, repair the roof, install new equipment, and change grills inside. We will be closed for at least the month of February and perhaps longer.
- ⊗ The self checkout machines are now handling over 2/3 of our checkouts.
- ⊗ A list of the remaining tasks is attached. The list is now only three pages!

## **Renovation Task List**

**Rev. 12/2/09** (Highlighted – need Building Maintenance or other City assistance)

### **HVAC**

- Planned start date – between Feb. 1 & 15

### **Carpet**

- Job has been advertised; walkthrough for prospective vendors held Nov. 30 & Dec. 2; bid opening is Dec. 10<sup>th</sup> – still want to coordinate with HVAC installation if possible, but may not be

### **Collection**

- Shift non-feature VHS & DVD items to back – by December 4<sup>th</sup>

### **Miscellaneous**

- Write specs for painting interlocking ceiling tiles & ducts, get quotes; schedule in February
  - TC will get paint chips for Julia to choose
- Order shelving for early February installation
- Order display units, kiosk
- Get sign specs from Bob; prepare spec package, get three quotes, schedule work for February
- Install partitions/cubicles in Tech Services, Customer Services, Literacy, Media – February

## **AREA PLANS**

### **Children's Room**

- West wall mural – to finish December
- Start on Lobby mural – to finish late December
- Upholster chairs – completed by late December
- Remove duct end piece if possible (ask HVAC contractor)
- Research vendors for tent and jeep, get quotes, order (research decals)
  - Bob Milberg has a vendor in mind

### **Patio Area & Outside**

- Get quotes for banners & order – Laura
- Schedule PW to install banners
- Get quotes for painting the outside of the library (need bid package?) – Ira

**Turrentine Room** - Clean and paint ducts – February

## **Renovation Task List**

**Rev. 12/2/09** (Highlighted – need Building Maintenance or other City assistance)

### **Public Service Desks & Cabinetry**

- Plans for desks finalized; completed by Feb. 1. Send Formica patterns to Jerry Dunaway.

### **Marketplace Area**

- Install 4 sections new shelving behind old media desk – vendor, February
- Purchase new silk plants for area

### **Media Services Work Room**

- Work with Lori Asper to finalize and order modular units & partitions – Cindy
- Clean out Media work area and cupboards & get rid of unwanted equipment, etc. – December
- Clear out media work room wall area for painting – Media staff
- Install and move into new media work stations - February

### **New Reference Office Area**

- Demo & remove old shelves after media is shifted to the back – December 4<sup>th</sup>
- Repair walls & paint for new Reference office area – December
- Build wall & door to Paul's new office – reuse door which is blocked off
- Drywall over empty doorway
- Move fire extinguisher to other side of doorway to office
- Install new doors to make new office areas
- Schedule electrical, cable drops & phone – December
- Move reference librarians to new offices – January?
- Break up shelving to have three sections starting at door to office and space for end of desk
- Install new Reference Desk – February

### **Friends Book Shop**

- Repair walls, paint area, cap off unneeded cable & phone drops
- Move books from Friends Book Shop into new area
- Demo yellow shelving, move some to Shop work room, and surplus the rest

### **Media/Teen Public Area**

- Order new computer furniture for Teen area – December

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## **Renovation Task List**

**Rev. 12/2/09** (Highlighted – need Building Maintenance or other City assistance)

- Move Internet computers to new area on other side of library – February
- Finish painting walls; cap off unneeded cable drops from old Internet area
- Install new Media Desk with cabinets behind
- Move CD display units to new location
- Move Spanish books and free-standing shelving to North Reading Room
- Move audio books to wall shelving, starting at end of Shop window and moving around wall
- Get shelving from pod & assemble; move feature films; demo old shelving
- Rotate booths to face other direction – February

### **Study Area – North Reading Room**

- Build and install low partition with electrical between study tables & install – December or later
- Surplus EUHSD bust – Janet

### **Spanish / Literacy Area**

- Break up current audio book shelving into two units & move into Spanish area – February
- Determine layout of Spanish & Literacy books/media items and shift

### **Business Center**

- Install new shelving on east wall; move business collection
- Reassemble old CD shelving (now in pod) and move into place
- Move copiers to new location
- Use old PR carrels and Teen Internet computer tables for database & new computers

### **Closing Procedure**

- Develop handouts, press releases, signs, etc. to inform public
- Staff – develop plan for deploying staff while library is closed
  - develop list of clerical and physical tasks for staff & assign appropriately
  - Develop & schedule training for marketplace; i.e., roving (Cindy), displays (Emiko), etc.
- Plan & publicize grand opening



**LIBRARY BOARD OF TRUSTEES MEETING****Date:** December 10, 2009**Agenda Item No. 9b  
Library Planning****Recommendation:**

- Review slide presentation,
- Provide input as to next steps, and
- Authorize payment of invoices from the ELEF.

**Background:**

The “stakeholders” meeting on October 23<sup>rd</sup> proved productive, generating a lot of good feedback from community movers and shakers. A summary of their comments is attached.

The Project Team is meeting on December 9<sup>th</sup> to discuss next steps and will present an update of their discussion at your Board meeting on December 10<sup>th</sup>. Our contract with Group 4 Architects calls for a presentation to City Council, likely at the end of January. We will need to decide what should be included in the presentation and what we will request of the Council.

## Renewed Vision Workshop, 10/29/09

### Feedback from Stakeholders

#### Attendees:

- ELEF: Jack Anderson, Marta Palmerton, Judi Anderson, Shirlee Downey, Jerrie Quon, Margaret Estrada
- Board of Trustees: Alex Galenes, Elmer Cameron, Stan Levy
- Library and City staff, Jerry Van Leeuwen, Laura Mitchell, Cynthia Smith, Jo Ann Greenberg
- Community: Alfredo Velasco (YMCA); Randy Garcia (EUSD); Ed Nelson (EUHSD); Steve Kildoo & Kelly (Children's Museum); Thora Guthrie (DBA); Juan Arjona (Mission Vida Nueva); Dolly McQuiston (Chamber of Citizens); Jack Raymond (philanthropist); Tom Hogarty (public relations); DeLisle Calac (Rincon Band of Mission Indians); Bill and Lorraine Boyce (retired physician and former mayor); Dick Daniels (mayor pro tem); David Schnee (Group 4)

#### **Alex Galenes:** Retrospective on building a new library

**David Schnee:** Group 4 designed 200 libraries across the country more than any other architect for Prop 14. Some libraries found ways to "make it happen" (Palo Alto-\$72 mil; Walnut Creek-\$30 mil). Times have changed and we need a green library to offer services more efficiently in an expanded library. In the July workshop, we had an "aha moment" which was we can build a whole library in stages.

**Jack Anderson:** We need input from this group based on need, vision/value, phased concept, scope, funding options, and next steps.

#### **Steve Kildoo:**

- Look at bond act (can't imagine philanthropic funding)
- let voters know that this idea is fiscally prudent
- highlight library's contribution to economic development and property values
- grass roots approach. Children's Museum – because of learning

#### **Elmer Cameron:**

- When school bond issues were failing, the District went to the public and were successful. The public understood what they were going to get and the cost.
- small business should be brought in as a focus group such as Retired Teachers.
- Escondido has many minority youngsters and Latino organizations that should be part of the process. Need to sell it to the Hispanic community. The message should be tailored to the focus groups.
- If the public is interested, Council will be interested. They react to public sentiment - a fact of political life.

**Jack Raymond:**

- Intriguing idea to phase. Must answer why we didn't do it this way the first time.
- Easier to fund specific things such as Children's Center, Tech Center or (call it) Education Center, Community Center. Redefine what it is. Sell concept as multiuse facility to overcome negative comments about the Internet and homeless.
- Do bond at minimum.
- Find out what the public wants. Re: timing – move ahead! The economy will turn around.

**Tom Hogarty:**

- Would a bond issue require 2/3 vote?
- Suggests we look at logistics when storing heavy equipment.

**Jack Anderson:**

- It depends. General obligation bond requires 2/3 approval. Specific purpose override on sales tax requires 55-60%.

**Lorraine Boyce:**

- Consider seeking private bonds for investment. Bring in the investors when economy is better and more people come into the area. Ex. Advance purchase/investments.
- City Council has to find the money. They are a vital part of this process-a fact of "political life".

**Jack Anderson:**

- The 1.7 million the city is investing is in the infrastructure. We are creating longer life in **this** building.

**Ed Nelson:**

- Prior to Prop T, they spent money on a professional agency. It was the best money spent especially if overall design and interrelationships are still there.
- What about developer agreements – any possibility there?

**Margaret Estrada:**

- Good time to build. Good time to move forward.

**Jack Anderson:**

- Developers will time the market like everyone else. Success in their community and investment is part of politics.

**Bill Boyce:**

- Is the Library set up as a shelter?

Laura Mitchell:

- Not at present; we don't have the capacity for an emergency shelter, but that could be planned.

**Jack Anderson:**

- We have a major PR issue that the library is a homeless shelter, even though few are here. Need to out to the public and demonstrate Escondido Library's value.

**Alex Galenes:**

- Homeless issue can be an obstacle for building a new library.
- Other issue - "No one needs a library because we have the Internet".
- There are hostility and public relations issues.
- Libraries bring in investments in the community in education. San Diego Public Library will be putting in a school...multi-use has value.

**Juan Arjona:**

- Need to tailor the message to different communities – education, families, home-schooled – sell pride.

**Randy Garcia:**

- Give public information – what the library project will do that isn't already being done: more books, seats, technology, education.
- Law enforcement should be brought in – libraries keep kids off the street.

**Alfredo Velasco:**

- When was last fundraising feasibility study? (1998...which is overdue) We should test again.
- Grants will look at what the investment is from the community. Need multiuse funding resource and capital campaign.
- Finalize vision and raise a portion of the funds before public announcement of capital campaign.

**Thora Guthrie:**

- Will get the support from downtown and radiate out.
- Young people need to be heard (Palomar College)
- Property could be public/private such as private parking.

**Alex Galenes:**

- Phase I and Phase II – good sell, innovative approach and then "do it".

**LIBRARY BOARD OF TRUSTEES MEETING****Date:** December 10, 2009**Agenda Item No. 9c  
Report on the Trust Fund**

**Recommendation:** Receive Stan Levy's report on the uses of the Trust Fund.

**Background:** The Library Board of Trustees has discretionary power over Trust Fund expenditures. Traditionally, the Library Board has used trust funds mainly for special projects, training and travel for staff, and technology upgrades. The projected available balance as of July 1, 2009 is \$324,804.

The table below indicates activity for the 2008-09 fiscal year and the 2009-10 fiscal year to date.

**Expenditures Fiscal Year 2008-09**

## Special Projects

Donations for books &amp; videos \$11,665

California Library Association Conference 2,155

CALTAC annual workshop 105

Infopeople workshop 75

Archival seminar 610

Constant Contact online newsletter 630

Dues to professional organizations 400

Duplicating for annual report 1,670

## Technology

Horizon server for catalog data \$11,395**Total for 2008-09 \$28,705 (\$20,505 w/out donations)****Expenditures Fiscal Year 2009-10 To Date**

## Special Projects

RTI DiscChek and Disk Cleaner \$8,745

Donations for books &amp; videos 620

Brainfuse – matching funds for state grant 2,000

ELEF, for Group 4 Architect services 3,465

ELEF, for challenge grant 30,000

Internet Librarian Conference 1,725

California Library Association Conference 530

Infopeople workshops 150

## Technology

Branch library router 1,585

**Total for 2009-10 to date \$48,820 (\$18,200 w/out challenge grant and donations)**

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**Recommendation:**

Review and refine proposed ideas for the project and authorize payment in the amount of \$1500.

**Background:**

Trustee Gary Knight, at the direction of the Board, has succeeded in signing up the library for the Senior Experience program of the CSUSM College of Business Administration. According to Jim Hamerly, Ph.D., Director of Business Community Relations, we will have a "consulting team" of 4-5 students who will self-select to work with us on an 8-10 week project, 15-20 hours per week. We have the option of either working with the team closely or keeping an arms-length distance, but the Dr. Hamerly will meet with the team once a week. The average age of the students is 26-27, even though they are in their senior year.

The nature of the problems or projects chosen for the Senior Experience varies according to the organization. For instance, a student consulting team might be asked to:

- Diagnose the causes of an accounting, finance, operations or an information systems problem, evaluate possible solutions and make a recommendation or possibly implement the chosen alternative.
- Conduct a feasibility study or write a business plan for producing a new product, entering a new market, building a new facility.
- Analyze manufacturing processes, customer service workflows or human resources program.

I talked with Dr. Hamerly at some length about options for this project. The basic information they need by the third week in December is a problem statement and 2-3 specific objectives to accomplish. The students will first do a SWOT analysis and will meet with us to refine the project, define deliverables, etc.

One format they have followed often and successfully in the past is to survey past customers (finding what stopped them from using the library, in our case), current customers (finding the reasons they use us now), and future (what non-users would need to use us in the future). I brought up a couple of project themes for his reaction:

- Library image issues: The survey format could definitely be applied to our "library image" issues and developing a marketing plan.
- Technology & the library of the future: Dr. Hamerly was doubtful it would work to have an entire project revolving around the library of the future. He felt that there is already a lot of research and speculation about this and it would be difficult to design a good project.
- Fund raising: Dr. Hamerly felt this would not be terribly useful, given the resources the students would have and bring to the table. He said we wouldn't have that much information at the end of the project.

**Options for Problem Statements & Objectives:**

1. The Escondido Public Library's image may be outdated and detrimental to future fund raising and balloting efforts.
  - a. Determine how Escondido residents view the library now & in the past – both the good and the bad.

- b. Determine what services & features people want from the library now and in the future.
  - c. If time permits, develop a marketing plan to brand the library with a positive, up-to-date image (might include logo, slogan, elevator speeches, PR plan).
- 2. Times are changing so rapidly, it's difficult to know what the role of the library in the future will be, making it hard to plan ahead for services, resources and facilities. We need to develop a clear vision for Escondido Library's future.
  - a. Determine what residents of the future will need from their library, and how that fits with current and future technology.
  - b. Determine how quickly to implement the vision (and how to pay for it).
- 3. The Quality of Life Standards for library services and facilities are being reviewed as part of the General Plan Update process. How should they be changed to be relevant for the future of Escondido?
  - a. Develop a standard for technology which would be a yardstick for future library services.

Except for the first option, you can see I was having problems coming up with something concrete enough for the students to tackle successfully. If you can think of other ideas for problem statements and objectives, please bring them to the meeting, so we can discuss and decide on a good proposal for the Senior Experience team. We can always talk about these ideas with the student team and advisor and refine them later.

**LIBRARY BOARD OF TRUSTEES MEETING**

**Date:** December 10, 2009

**Agenda Item No. 9e  
Equipment for Digital Services Librarian**

**Recommendation:**

Approve the purchase of a laptop and related software for the new Digital Services Librarian. Funds would come from the Library Trust Technology account, not to exceed \$2,000.00.

**Background:**

Our new digital services librarian, Donna Feddern, needs to have a computer which is not connected to the city's protected network so that she may develop and test the new website design we need. We anticipate that she will be doing some telecommuting while we are closed for renovation, and she would be able to use this laptop both inside and outside of the library. It would also enable her to install free programs that help with web graphics design which are not supported by the City. She will also need to install Adobe Photoshop, plus a mouse, laptop bag, etc.

Please see the attached specification for the laptop computer configuration. The total cost would not exceed \$2,000.

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## Description

**Latitude E6500 Colors**

Date &amp; Time: December 01, 2009 10:42 AM CST

## SYSTEM COMPONENTS

**Latitude E6500 Colors**

Intel® Core™ 2 Duo P8700 with VT (2.53GHz, 3M L2 Cache, 1066MHz FSB),  
Genuine Windows® 7 Professional Bonus-Windows XP Professional downgrade  
Save \$477 on select Latitude E6500 notebooks through Dell Small Business  
Special Offer View Details

Qty	1
Unit Price	\$1,993.00
	- \$477.00

**Catalog Number:****4 BLCWFHP**

## Module

## Description

Show Details

**Latitude E6500**

Intel® Core™ 2 Duo P8700 with VT (2.53GHz, 3M L2 Cache, 1066MHz FSB)

**Operating Systems**

Genuine Windows® 7 Professional Bonus-Windows XP Professional downgrade

**Memory**

2.0GB, DDR2-800 SDRAM, 2 DIMMS

**Internal Keyboard**

Internal English Backlit Keyboard

**Graphics**

NVIDIA Quadro NVS 160M

**Primary Storage**

160GB Hard Drive, 5400RPM

**Fingerprint Reader Options**

No Fingerprint Reader

**LCDs**

15.4" UltraSharp™ Wide WXGA+ (1440x900) LED Display-Regal Red

**Modem**

No Modem

**AC Adapter**

90W A/C Adapter (3-pin)

**Primary Optical Device**

8X DVD+-RW w/Roxio and Cyberlink Power DVD™, Red

**Camera / Microphone**

Integrated Webcam with digital microphone

**Wireless LAN (802.11)**

Dell Wireless™ 1397 802.11b/g Mini Card

**Systems Management**

No Intel vPro™ Technology's advanced management features

**Productivity Software**

Microsoft® Office 2007 Professional and Adobe Acrobat 9.0 STD

**System Documentation**

Resource DVD - Contains Diagnostics and Drivers

**Primary Battery**

6 Cell Battery

**Hardware Support Services**

3 Year Limited Warranty and 3 Year Mail-in Service

**Installation Services**

No Onsite System Setup

**Security Software**

Norton Internet Security™ 2009 15 Month

**LCDs**

Red Wide Screen WXGA+ LCD Panel w/ Integrated Camera and Microphone

**Windows 7 Upgrade Program Info**

Windows 7 Upgrade Web Site

**Processor Branding**

Intel Core 2 Duo Processor

**OS Labels**

Windows 7 Sticker

**Essential Add-Ons**

Some items may ship separately from your system



Mail-in service takes up to two weeks.  
Upgrade to 3 Yr Ltd Hardware Warranty and Next Business Day On-site Service.

\$99.00

Add to Cart



Mobile Edge SlipSuit 15.4

\$25.00

Add to Cart



Microsoft Wireless Optical Notebook Mouse

\$28.00

Add to Cart

Upgrade to Norton Internet Security™ 2009 24 Month.

\$20.00

Add to Cart

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TOTAL: \$1,516.00

Additional Discounts and Coupons

Free 3-5 Shipping & Handling on select Dell Notebooks!  
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