

ITEM#: 25
DATE: 10-13-20

COUNCIL ACTION FORM

SUBJECT: RENEWAL OF AGREEMENT FOR AUTOMATED MATERIALS HANDLING SYSTEM FOR PUBLIC LIBRARY

BACKGROUND:

In 2011 the Library identified a need for an automated materials handling system (AMHS). An AMHS is a system in which library materials returned to the book drop are automatically checked in from patron circulation and sorted into bins in preparation for shelving by staff. This process allows staff to spend more time on the floor assisting customers and less time checking in materials. In the current COVID environment, the Library continues to benefit from this efficiency as well as from the reduced physical handling of materials being returned.

A service agreement was entered into in 2013 with RFID Library Solutions to maintain the AMHS. This agreement expires in 2020. Staff continues to be pleased with the AMHS and the service provided by RFID Library Solutions. The City Council is being asked to approve a renewal of the Service Agreement for **an additional five years beginning October 1, 2020 – September 30, 2025. The cost remains \$15,000 per year for the first two years and increases to \$17,500 per year, thereafter, for a total of \$82,500 for the entire five-year period.**

The Ames Public Library Board of Trustees has recommended approval of the extension of the Service Agreement with RFID Library Solutions for the automated materials handling system at its August 20, 2020 meeting.

ALTERNATIVES:

1. Approve the extension of the Service Agreement with RFID Library Solutions for the automated materials handling system in the total amount of \$82,500 for a five-year period.
2. Do not approve the Service Agreement with RFID Library Solutions for the automated materials handling system.

CITY MANAGER’S RECOMMENDED ACTION:

The AMHS system is essential for the continued success of the Library’s operations and provides efficiencies to staff to create the best possible customer service experience.

Therefore, it is the recommendation of the City Manager that the City Council adopt Alternative No. 1, as described above.