

**ITEM #: Add'l. Item**  
**DATE: 10-09-12**

## **COUNCIL ACTION FORM**

**SUBJECT: LIBRARY RADIO FREQUENCY IDENTIFICATION PROJECT PHASE II**

### **BACKGROUND:**

The project to convert the Library collection to a Radio Frequency Identification (RFID) system for circulation, security, and management was approved in the 2011-2016 Capital Improvements Plan (CIP) in two phases. Phase I, budgeted at \$125,000 in FY 2011/12, was earmarked for the tags and equipment necessary for tagging the collection. This phase of the project was completed at a cost of \$92,719. Phase II, budgeted at \$153,400 in FY 2012/13, is intended to finance the acquisition of the equipment necessary for self-serve circulation, security gates, and equipment supporting inventory management.

The action being requested of the City Council is to approve the \$32,280 savings from Phase I along with \$7,367 from the funds budgeted in the current year to purchase a portion of the equipment needed for the new RFID system. This equipment includes:

- dual aisle security gates, software, installation, and training at a cost of \$12,123; and
- five self-serve check-out machines at a cost of \$27,524

SirsiDynix/Bibliotheca of Huntsville, Alabama, was selected as the vendor of choice for both phases of the RFID project based on response to the Library's original Request for Proposals. The prices listed above were offered in the original proposal dated January 17, 2012. This equipment needs to be purchased this month in preparation for the Library's relocation to temporary quarters in November. At this time, the Library is not planning to purchase the remaining equipment needed to complete the RFID Project until it can be installed in the renovated and expanded building.

### **ALTERNATIVES:**

1. Approve the purchase of equipment identified above for the Radio Frequency Identification (RFID) Project needed for use in the Library's temporary location in the amount of \$39,647 and authorize the reallocation of the \$32,280 savings identified in Phase I to Phase II.
2. Do not approve the purchase at this time.

**MANAGER'S RECOMMENDED ACTION:**

The Library is ready to enter into the second phase of a project awarded in March 2012 following an evaluation of written proposals. The equipment being purchased now completes the Library's transition to the use of a Radio Frequency Identification system. This equipment will be used at the temporary location to provide security of materials and allow self-service check-out. It is anticipated that this equipment will eventually be moved to and augmented by additional units in the expanded and renovated Library building.

Therefore, it is the recommendation of the City Manager that the City Council adopt Alternative No. 1, thereby approving the purchase of equipment identified above for the Radio Frequency Identification (RFID) Project needed for use in the Library's temporary location in the amount of \$39,647 and authorizing the reallocation of the \$32,280 savings identified in Phase I to Phase II.

It should be pointed out that the remaining \$146,033 appropriated for Phase II will be available for the purchase of any other equipment needed to completed the RFID system in FY 2013/14 as well as for the reduction of the amount needed to finance an automated materials handling system currently planned for FY 2014/15.