

**AGENDA ITEM:** \_\_\_\_\_  
**DATE:** 7/15/2013

**CITY OF CASA GRANDE  
REQUEST FOR COUNCIL ACTION**

<b>Date Submitted:</b> 6/7/2013	<b>Date Requested:</b> 7/15/2013
<b>Type of Action Requested</b>	<b>Subject</b>
<input type="checkbox"/> Resolution <input checked="" type="checkbox"/> Ordinance <input type="checkbox"/> Formal Action/Motion <input type="checkbox"/> Public Hearing <input type="checkbox"/> Other	<b>Approval to purchase a Radio Frequency Identification (RFIS) System for Main Library</b>

**RECOMMENDATION:**

It is recommended that the Mayor and Council approve the purchase of a Radio Frequency Identification (RFID) system for the Main Branch of the Casa Grande Public Library in the amount of \$68,729.00.

**DISCUSSION:**

This acquisition will allow the main library to convert the current materials handling operation to radio frequency identification (RFID). Equipment included in this acquisition include a new detection system, permanent and mobile staff work stations, a self-check station for patrons, digital library assistant, a conversion station and the tags necessary for labeling the library collection items.

The sole source justification for purchasing the identical 3M RFID equipment is listed on the sole source justification form including 3M as the vendor of the original equipment manufacturer with a product clearly superior functionally to all other similar products. The over-riding consideration for purchasing is compatibility with City-owned equipment as the Vista Grande has used RFID since it opened in 2009.

Currently the library branches each use a different circulation control systems for their materials. The Main Library uses electromagnetic strips, which require a two-step check-in/checkout process. Because the different systems are not compatible, items at each library are processed differently. The Radio Frequency Identification (RFID) system will increase overall operational efficiencies. When a book from the one branch is returned to another, it must be checked in and then set aside to be sent to its home branch. Every day we transfer hundreds of books and movies between the two branches. Each of those items must be checked in again once they reach their home library before they can be shelved. The whole process is time consuming and inefficient.

Having both branches on the same system, we would be able to float the collection between the two branches. When a patron checks out a book at one library and returns it to another, it will stay there. We will no longer have to transport the items or check them in twice. Patrons will, of course, still have the option to request materials from either branch and choose their pickup

location. Requested items are the only items that will be regularly transferred between the two branches.

The greatest benefits from adopting RFID technology at the library is the faster, easier checkout and check-in process as well as inventory control and accounting. A stack of RFID-equipped books can be read and checked out simultaneously, by library staff or a customer. Because the technology is so easy to use, and so fast, customers are more inclined to serve themselves. RFID improves the processes of handling, returns, scanning, desensitizing, stacking and shelving.

**FISCAL IMPACT:**

This project is included in the Capital Improvement Project budget for FY14 and will make use of Development Impact Fees. The annual service agreement fee for the first year is included in the purchase price. The ongoing annual maintenance fee in subsequent years will be the same as our current 3M service agreement for the existing system.

Library Development Impact Fee Account	Project 14-LIB-0001
420-80-360-4210-00	\$90,000

Reviewed by  
Finance Director: *Diane Archer*

Reviewed by  
City Attorney: *Brett Wallace*

**ALTERNATIVES:**

Prepared by:

Recommended by:

Approved by:

*William Schwind*  
Community Services Director

*William Schwind*  
Community Services Director

*Jim Thompson*  
City Manager